POLICY STATEMENT:
Pursuant to guidance and directives issued by officials of the Commonwealth of Virginia, Norfolk State University (NSU) will maintain a policy prohibiting the use of tents and similar temporary structures on campus or on university owned property. This policy prohibits the assembly and use of tents or similar temporary structure on campus without the express permission of the Office of Facilities Management or the Vice President for Finance and Administration. Additionally, this policy prohibits anyone from camping or occupying a tent or temporary structure on campus or university owned property without express permission.

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DEFINITIONS:

Employee: a person who is hired and paid by Norfolk State University to perform certain duties.

Faculty: university employees who have full-time tenured or tenure-track appointments, who have term faculty appointments or serve as adjunct or affiliate faculty.

Student: a person who is enrolled in a course or program of study offered by the university.

Tent: A portable shelter made of cloth or other fabric, supported by poles, and supported by cords, ropes, stakes, and/or pegs.

Volunteer: a non-paid person who performs a prescribed university function or responsibility that has been approved by the authorized university representative.

Visitor: A member of the general public with no existing formal relationship with the university.
CONTACTS:
The Office of Facilities Management within the Division of Finance and Administration interprets this policy. The Responsible Executive is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Please direct questions pertaining to this policy to the Office of Facilities Management.

STAKEHOLDERS:
Administrators, contractors, employees, faculty, students, and visitors

POLICY CONTENTS:
NSU prohibits the assembly and use of tents or similar temporary structure on campus without the express permission of the Office of Facilities Management or the Vice President for Finance and Administration. NSU also prohibits anyone from camping, or using a tent overnight, or occupying a tent or temporary structure on campus or university owned property without express permission.

Process to request to use tents or temporary shelters:
To request approval to use a tent or temporary shelter, the requestor must do the following:

1. Email auxiliary@nsu.edu
   The email should include the following:
   a. The requestor’s name and/or organization
   b. The purpose for using the tent or temporary shelter
   c. The time frame to use the tent or temporary shelter

   A response will be provided to the requester regarding the request to use a tent or temporary shelter on campus or university owned property.

Appropriate university administrators will review the request and consider the following:

- Location of the request
- Time frame of the request
- Safety and weather concerns
- Logistical considerations (i.e. clean-up, potential for damage to campus grounds, etc.)

Should the request to use a tent or temporary shelter be granted, the following conditions apply:

- The actual construction of tents or other structures must avoid disrupting or obstructing university functions, including impeding pedestrian or vehicular traffic, blocking ingress/egress, or creating unsanitary conditions
- If the user will be utilizing any sound system to amplify music or rhetoric, the decibel level should not exceed 90 dBA.
- Individuals using the tents must comply with any applicable university policies (i.e. Code of Student Conduct).

Additional Parameters:

NSU may require the following:

1. That a safety inspection be completed prior to any tents being constructed.
2. NSU may place limitations on the specific type of tent that can be used
3. NSU may limit the size of tents and may apply different rules to tents of different sizes. Larger tents may be subject to additional safety rules.
4. NSU may limit the number of tents (e.g. one tent per application) and can limit the total number of tents in a particular space.

5. NSU may also exclude certain specific times, locations, and types of tents from this approval process (such as the use of tents in parking lots adjacent to stadiums or other facilities where university events are being held, from a few hours before to a few hours after the duration of the event, when consistent with parking needs and health and safety standards).

Please note that NSU may wish to specifically reserve the right to put up its own tents and temporary structures or allow for tents and temporary structures at official University-sanctioned events, excluding its own use of tents/structures from any approval process.

EDUCATION AND COMPLIANCE:

EDUCATION - All enrolled students, student organizations, faculty, staff, and administrators will be notified about this policy.

COMPLIANCE – Students in violation will be referred to the Dean of Students Office. If found responsible, appropriate sanctions will be implemented related to the violation. This could include, but not limited to, disciplinary probation, educational project related to the violation(s); community service; educational modules related to the violation(s); counseling referral; fine; restitution; housing reassignment; housing visitation restriction; housing removal; suspension, and expulsion.

PUBLICATION:
This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community;
- Submit the policy for inclusion in the online Policy Library;
- Post the policy on applicable webpages as necessary; and
- Direct appropriate offices to educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE
- Next Scheduled Review date: 11/16/2024

RELATED DOCUMENTS
1. Student Code of Conduct
2. BOV Policy 33 – Freedom of Speech and Expression and Campus Space Utilization