



## FACILITY ACCESS AND USE POLICY FOR GUESTS

**No:** SAAP 6-9

**Date:** November 2024 (revised)  
January 2024 (original)

**Authority:** Wis. Stat. § 36.35(2) (Authority to Restrict Campus Presence of Persons)  
Wis. Admin. Code Chapter UWS 18 (Conduct on University Lands)  
Wis. Admin. Code Chapter UWS 21 (Use of University Facilities)  
UW System Admin Policy 635 (Youth Protection and Compliance)

**Initiator:** Vice Chancellor of Finance & Administrative Affairs

**Responsible Party:** Vice Chancellor of Finance & Administrative Affairs

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**I. Purpose.** University of Wisconsin-Milwaukee (UWM) is part of vibrant neighborhood and city, and its facilities are often utilized by guests, whose presence enrich and strengthen our campus community through their involvement in UWM's programs and activities. However, all facility users, including guests, must comport themselves in a manner that ensures the safety and security of everyone who uses UWM's facilities. The purpose of this policy is to outline the behavioral expectations for guests in UWM's facilities and to formalize the process to limit and/or prohibit their access to UWM facilities if necessary, so that UWM's facilities can continue to be welcoming, accessible, and safe.

This policy, among other laws, regulations, and policies, including UWM's Code of Conduct (SAAP 7-3), prohibits behavior that substantially affects the ability of any person or group to learn, work, or live in the campus community. This includes subjecting another person or group to abusive, demeaning, harassing, humiliating, intimidating, or violent behavior, and verbal or written communication that threatens violence.

### **II. Definitions.**

- A. **Building Chairperson.** The UWM employee designated to oversee certain aspects of the management of a UWM building as set forth in UWM's Building Chairperson Policy (SAAP 6-2).
- B. **Guest.** Any individual who is not currently a UWM student or a UWM employee but is present in a UWM Facility, including a sporadic visitor, a patron of a public event or UWM-sponsored program, a community member, or an invitee.
- C. **Facility.** Any building owned by, leased by, or otherwise subject to the control of UWM.
- D. **Minor.** A Guest under the age of 18.

**III. Guest Conduct Rules.** By entering a UWM Facility, Guests agree to abide by and be bound by this policy.

A. Behavioral Expectations. Guests must:

- Obey all federal, state, and local laws, including Wisconsin Administrative Code Chapter UWS 18, which governs conduct on university lands. Wisconsin Administrative Code Chapter UWS 18 includes rules such as:
  - UWS 18.07 Use of Campus Facilities, which, among other things prohibits climbing on buildings, entering unauthorized areas, camping, blocking or restricting entrances, or erecting unauthorized structures.
  - UWS 18.08 Personal Conduct Prohibitions, which, among other things, addresses the appropriate storage of bicycles, following posted signage, and the misuse of university ID cards, university keys, and parking spaces.
  - UWS 18.09 Alcohol and Drug Prohibitions, which prohibits the use or possession of alcohol beverages on university premises (with certain limited exceptions), the use or possession of marijuana on university lands, or the use or possession of drug paraphernalia.
  - UWS 18.10 Offenses against Public Safety, which, among other things, prohibits assaultive behavior, possession of fireworks, or resisting or obstructing police officers.
  - UWS 18.11 Offenses Against Public Peace and Order, which, among other things, addresses misuse of computers or telephones, use of sound amplifying equipment on university land, and selling goods or services on university land. Also prohibits persons convicted of crimes involving danger to property or persons on university lands from entering university lands for 2 years after the conviction date.
  - UWS 18.12 Property Offenses, which, among other things, addresses vandalism and theft.
- Comply with applicable UWM policies, including policies relating to firearms and dangerous weapons, use and possession of alcohol, smoke and tobacco-free campus, and discriminatory conduct.
- Comply with all posted signs.
- Comply with all Facility rules including:
  - Appropriate manner and location for consuming food and beverages and disposal of waste;
  - Presenting valid identification as required by the Facility; or
  - Leaving the Facility when the building closes to the public except as authorized in a Facilities Use Agreement with UWM or with prior written consent of a Building Chair or a Space Assignment Authority.
- Comply with reasonable requests of UWM employees, including requests to leave the Facility.
- Use the Facility, and any UWM property in the Facility such as furniture or computers, for the purposes for which it was intended, designed, and is suited.
- Treat all UWM employees, students, and other Facility users with respect.

B. Behavioral Prohibitions. In addition to the conduct rules above, Guests may not, among other behavior, engage in the following conduct:

- Exhibit any threatening or intimidating behaviors, e.g., abusive language, threats of violence, unwarranted physical contact, or intimidating gestures.
- Engage in behavior that is unsafe or harmful to their self or others.
- Obstruct or impair UWM activities in the Facility.
- Disrupt, interfere with, or impede the ability of other Facility users to participate in UWM activities or use the Facility.
- Leave any personal property unattended. Unattended property will be considered abandoned property and may be disposed of at UWM's sole discretion.
- Use Facility areas for prolonged sleeping (not including incidental napping) or as living quarters.

#### IV. Minors.

UWM welcomes minors as guests to its campuses because they are valued community members and are the university students of the future. At the same time, universities have increasingly grappled with the potential for minors to be exploited while in university facilities because such facilities are primarily designed for access by adults and often are largely unsupervised. Given its extensive open facilities in an urban setting, UWM is especially concerned about the potential for harm to guests who are unsupervised minors.

In light of those concerns for safety, minors who are supervised by an adult are welcomed in public spaces throughout UWM, but *unsupervised* minors are generally restricted from using a UWM Facility except as described further below.

A. Unsupervised minors may visit or use a UWM Facility if they are:

- Currently enrolled at UWM; or
- On their way to or from a Facility where they will be supervised by an adult; or
- On their way to or from, or attending, a UWM-sponsored program or activity as a registered participant; or
- On their way to or from, or attending, a UWM Facility or a UWM event open to the general public that expressly permits access by unsupervised minors.

B. A Building Chairperson may establish a policy permitting unsupervised minors as young as age 12 to use an individual Facility if appropriate based on the nature of the Facility's activities and services to the public. Similarly, an event host may establish a policy permitting unsupervised minors as young as age 12 to attend an event open to the general public if appropriate based on the nature of the event. Any

such policy must state the specific minimum age allowed for unsupervised minors, not to be less than age 12.

- C. Wherever possible, enforcement of the provisions governing minors will be focused on educating minor guests and their parents/guardians about the policy and its goal to ensure safety.

**V. Options for Addressing Guest Conduct / Enforcement.**

If a Guest does not comply with this policy, or engages in or attempts to engage in prohibited conduct, the following options exist to address the conduct:

- A. Any individual may report the Guest's conduct to the Building Chair, designee of the Building Chair, security personnel for the UWM Facility, or any other UWM employee with authority for responding to conduct issues in the UWM Facility or in a portion of the UWM Facility. Any of those individuals to whom a report may be made may require the Guest engaging in the prohibited conduct to show valid identification and/or ask the Guest to promptly leave the UWM Facility or a portion of the UWM Facility. As stated above, wherever possible, enforcement of the provisions governing minors will be focused on educating minor guests and their parents/guardians about the policy and its goal to ensure safety.
- B. Any individual may report prohibited conduct by a Guest to the UWM Police. It is noted that none of the enforcement options listed in this section are intended to supplant law enforcement's authority to subject individuals to arrest and criminal prosecution under provisions of applicable local or State law.
- C. A Guest may be banned for a specified time period (e.g., temporarily) or permanently from a UWM Facility or a UWM campus.
  - An individual building ban may be issued in writing by either a Building Chair or a Space Assignment Authority as identified in UWM SAAP 6-5 (Use of Facilities Policy). A template building ban letter may be requested from the Office of Legal Affairs.
  - A campus ban may be issued in writing by the Chancellor or Vice Chancellor for Finance & Administrative Affairs as the Chancellor's designee. Individuals who are banned from a campus are identified on a UWM Police Department website, along with general information for the campus community about safety and how to address concerning behavior in UWM facilities.
  - Any ban issued, whether building specific or campus wide, must be shared with the UWM Police Department.