

KNIGHT CAMPUS FOR ACCELERATING SCIENTIFIC IMPACT BUILDING USE POLICY, RULES AND PROCEDURES

Updated 09/27/2022

I. Preamble

This document concerns the rules and practices that are specific to the Knight Campus for Accelerating Scientific Impact (Knight Campus). The contents of this document apply to Knight Campus staff and University of Oregon faculty members, guests and family members, innovation center tenants and external visitors as it relates to the use of Knight Campus buildings and facilities.

The University of Oregon and Knight Campus is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, students should contact aec@uoregon.edu. Faculty and staff should contact UO's ADA coordinator at (541) 346-3159 or via workplaceada@uoregon.edu.

In-person and on-line training and education related to the policy, rules and practices noted herein and related policies and practices as relevant will be provided at time of employment and ad hoc to the community as needed.

II. Policy

Knight Campus buildings are to be used for the purposes of research, education, innovation/entrepreneurialism and community-building as inspired by the Knight Campus mission and vision statement.

III. Rules and Procedures

1. Animals are not permitted inside Knight Campus buildings with the following exceptions:

- Service animals as defined by state law and the Americans with Disabilities Act or assistance animals as defined by state law and the Fair Housing Act, as required by law
- Working dogs associated with UOPD or any other local, state or federal first responder or emergency agency
- Animals as part of a confirmed event with special approval as per the [UO Animal Control Policy](#).

Animals are permitted along the exterior perimeter of Knight Campus; however, the animal must always be leashed and under the control of the owner. Animals are not permitted to be tied to any railing, structure, or otherwise left unattended outside of the Knight Campus.

2. Conduct expectations for Knight Campus staff and University of Oregon faculty members, guests and family members, and external visitors while inside Knight Campus and surrounding grounds are outlined in five major UO documents: [UO Student Conduct Code](#), [UO Code of Ethics](#), [UO Proscribed Conduct Policy](#), [UO Campus Visitors Policy](#) and [Bicycles and Other Personal Transportation Devices](#).

- The UO Student Conduct Code establishes community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational

objectives of the UO and Knight Campus. The UO and Knight Campus may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the Knight Campus, UO or a UO community member.

- Individuals can be removed from the Knight Campus (including bridges) due to disruptive behavior as defined in the Student Code of Conduct, the UO Standards of Ethical Conduct, UO Animal Control Policy, UO Proscribed Conduct Policy or UO Campus Visit Policy. This includes conduct that threatens the health or safety of any person on Knight Campus property or at official University functions or other disruptive activity incompatible with the orderly operation of the campus. Individuals can also be removed for obstructing the free flow of traffic, using unauthorized sound amplification, or failure to comply with other University rules.
- Campus visitors are subject to University regulations as found in the Campus Visitor Policy.
- Sanctions may be instituted against any person(s) engaging in activity prohibited by the policies noted above.

3. Hosting Events

The [Knight Campus event policy](#) outlines expectations for events hosted by Knight Campus employees and students and external individuals/entities. **All** requests for event or tour use of the building/facilities must use the appropriate form on the website and receive approval via the Knight Campus Event Manager.

4. Knight Campus Security and Access Control

To provide a safe and secure environment, the Knight Campus building has operating hours for open access to public and common spaces. The building is also equipped with internal and external access control devices, video security monitoring, and secure way points for ID credentialing verification to gain access to secure areas.

a. Routine Operating Hours for Public Access

Public access spaces are found in the Basement, Ground floor, and 2nd floor and include the bridge over Franklin Boulevard.

Knight Campus [Ground floor](#) access doors are unlocked 7am to 5pm, Monday through Friday. The [bridge across Franklin](#) is unlocked 7am to 7pm, Monday through Friday. At all other times, access to the building is only via the use of an approved ID card. The Facilities Operation Manager is the point of contact related to access: gregn@uoregon.edu

b. Internal and External Access Control

Knight Campus provides access control points throughout the building compatible with UO Student/Faculty ID cards. As such, Knight Campus requires all faculty and staff to visibly display ID cards via lanyard, cable reels, etc. When entering access points individuals will present ID cards at the access control device. There should be no “piggybacking” or holding the door open for others to walk-in without scanning an ID.

Occupants of the building will be provided with an ID card holder of a specific color which will identify the type of occupant.

Faculty/Student/staff with a formal assignment within a Knight Campus building are expected to wear their badges upon entering the building.

Visitors to the building, other than casual, short term visits through the building or customers of the food service, shall be known to building management, processed as a visitor and receive a visitor badge by the building management or delegate.

Access to laboratories and shared facilities have secondary access controls. All laboratory spaces have heightened expectations for access and activity within their spaces and are under the auspices of the rules recommended by the Knight Campus lab safety committee and approved by the Executive Director.

Unless visitors to the Knight Campus have a formal affiliation and receive approved credentialing, all visitors to the Knight Campus are expected to be hosted by a Knight Campus employee and provided guided access to the building. Uncredentialed individuals are not allowed free access to secured areas.

Secure way points for ID credentialing verification to gain access to secure locations are established within the elevators for floors: 3, 3rd mezzanine, 4, and 4th mezzanine. Additionally, there are access controls at specific doors and spaces including but not limited to: laboratory rooms, core research facility entrances and other building maintenance areas within the building. These way points will not be subject to open access associated with normal business hours. When entering secure way points individuals will present ID cards at the access control device. There should be no "piggybacking" or holding the door open for others to walk-in without scanning an ID. Access is provided only to those with a business purpose to the room/facility/space with access control approved by the Knight Campus.

5. Video Security Monitoring

Knight Campus deploys security cameras on its campus solely to advance legitimate public safety and security interests, including, without limitation:

- Protection of individuals, property and buildings
- Investigation of criminal activity
- Monitoring of building access
- Confirmation of security and safety alarms
- Situational awareness of campus events

The use of security cameras shall always be conducted in a professional, ethical, and legal manner. Individuals operating or using footage from security cameras shall do so in accordance with this policy and all relevant policies, including, but not limited to, those governing sexual harassment and discrimination. Operators of security cameras must also comply with any applicable federal, state, and local laws. This policy places limits on the use of surveillance equipment and recordings generated by such equipment to protect the reasonable privacy interests of the University of Oregon community and visitors to the Knight Campus.

Cameras will record but will not be monitored 24-7. Camera control operators shall monitor based on suspicious behavior, not individual characteristics. Camera control operators shall not view private rooms or areas through windows.

All recorded video images remain the property of the UO. Recordings shall be securely maintained for approximately 30 days unless the recording device has limited storage space. In all cases, the recordings must be maintained at least 7 days, and if used in personnel actions, student judicial proceedings, or other administrative or criminal proceedings, shall be kept until all appeals on actions are complete. As stated above, recorded images may be used as evidence in on-campus student judicial proceedings, employment actions, or for any other lawful purpose.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

6. Firearms

The Knight Campus and University of Oregon restricts the possession of firearms on or in University owned or controlled property. Please see UO [Firearms Policy](#) for additional information concerning firearms.

7. Free and open inquiry

The University of Oregon values and supports the free and open inquiry of all members of the UO community: faculty, staff, students, and visitors. For more information about this, see [UO Free Speech and Open Inquiry Policy](#).

As a public university, the UO is prohibited from using its resources to campaign for or against any declared candidate for office or ballot measure that has qualified for the ballot. To the extent we allow any unaffiliated users to use our space, however, we may allow for campaign activities, provided we make space available on the same basis and at the same cost as we would for any other unaffiliated user and provided we treat all candidates and advocacy groups equally. See: [here](#) for additional information.

8. Personal property

Knight Campus will not be responsible for any lost, stolen, or damaged property belonging to staff, students or visitors of the building or exterior property.

9. Photography and use of video equipment on Knight Campus property

Photography and filming are not permitted without [prior approval](#). Event organizers must obtain prior approval (during space rental process) for filming inside the reserved space.

10. Sound recording and amplification

Between the hours of 7am and 6pm, Monday through Sunday, or during any extended hours of operation, operating any device designed for sound production, amplification, or reproduction (this is understood to include any musical instrument), without prior approval from the Knight Campus on public property or on a public right of-way to be plainly audible 50 feet or more from such device, is prohibited. "Plainly audible" means that the listener clearly can hear the content of the sound produced by the noise source. Sounds which may be clearly audible include, but are not limited to musical rhythms, spoken words, and vocal sounds. All decisions about noise disturbances are content neutral. Please see event scheduling for rules specific to approved events on the campus.

11. Soliciting inside Knight Campus and around exterior grounds

Soliciting, stopping or blocking traffic in the building or at any of the entrances to the building to campaign or sell items is prohibited.

12. The University of Oregon is a smoke/vape free campus

The use of tobacco, smokeless tobacco, non-nicotine vaping products, or unregulated nicotine products (i.e. "e-cigarettes") are strictly prohibited in indoor and outdoor spaces owned or leased by the University of Oregon. The University of Oregon also seeks to prevent the abuse of alcohol and illegal drugs. For more information, see policy [here](#).

13. Personal Transportation Devices

See [UO policy IV.08.01](#) for definitions and expansion on UO related policy and rules related to Personal Transportation Devices (PTD) which include but are not limited to electric or otherwise: bicycles, skates (inline or otherwise), skateboard and scooters .

***Inside the building:* Parking, riding, or walking of PTD will not be permitted indoors** at any time – this includes bicycles and scooters.

External to the building: PTD may be employed external to the Knight Campus building only in bike lanes, roadways and campus shared paths designated as bicycle routes. PTD may not be engaged in acrobatic riding or other maneuvers which may endanger the safety of the device operator or others or damage property. Signage will be present to provide notification and clarification of rules and policies related to the external environment. The Knight Campus will work with UOPD to promote the safe use of the external environment including enforcement of the appropriate use of pedestrian and bike routes and in discouraging any activity that may result in property damage.

Secure bike storage is provided on the exterior northeast corner of the Knight Campus which can be accessed via perimeter walkways. Covered and locked bike spaces will be managed by the Knight Campus facilities operations manager. Access is offered to faculty/staff/students with a physical assignment in the Knight Campus. Use of the bike locker and external bike storage devices is an at-risk action on the part of the individual; individuals should follow UO guidelines and suggestions for locking and overnight storage is not encouraged. Access to the space will be reviewed annually and renewal of access control authorization approved at that time.

Access to other bike storage areas located around the Knight Campus are available to all UO bike permit holders.

14. Use of Space

The use of space for living accommodation purposes such as but not limited to sleeping activities, preparing to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings is prohibited in the building or any property of the Knight Campus. Any such activity may result in loss of facility usage privileges.

Use of bathrooms does not include activities such as bathing, storing material or sleeping. Showers are provided for the use of UO credentialed individuals only.

Individual stay is limited to building hours of operation, unless express authorization has been given and

processed via Knight Campus leadership or delegates via employment contract or other formal approval process. Unauthorized stays or misuse of facilities will result in loss of building/campus use privileges.

15. Housekeeping Expectations

Generally, all spaces in the Knight Campus are expected to be clean, orderly, and sanitary. All building users are expected to clean up after themselves at their assigned spaces and in communal use areas (e.g. kitchenettes, breakrooms, soft seating areas, terraces etc.)

Floors are to be clean and dry, spills that can't be easily cleaned up must be reported to building staff for custodial attention.

Permanent Aisles and exit egress paths will be marked and the expectation is that they are kept clear.

Aisles and passageways are to have enough clearance for pedestrians to pass through. They are to be kept clear, without obstructions that could create a hazard.

Exit routes must be free and unobstructed. No materials or equipment may be placed, permanently or temporarily, within an exit route.

Employees are expected to alert facilities management (gregn@uoregon.edu gregd@uoregon.edu) of custodial or facilities needs in a timely manner upon observation of a service need.

15. Posting materials

Designated spaces for postings are marked clearly as such and are found in workroom spaces throughout the building.

No materials may be posted in any areas other than those designated as posting approved.

Nothing may be taped to columns, glass, or drywall. Any postings found not on designated spaces will be removed.

16. Chalking or other temporary media material

No chalking is allowed on Knight Campus external perimeter or inside the building without prior approval from the Knight Campus Facilities Operations Manager.

17. Tabling

Tabling is permitted under the following circumstances:

- Tabling is permitted only by building occupants and those entities with approved reservations for a Knight Campus space/facility upon the day of use and for both only with prior authorization to table by the Office of the Facilities Operations Manager. Knight Campus reserves the right to not approve a request for tabling.
- All table users must be set up within their assigned space
- Tabling may not be booked to provide any service that violates existing UO services contracts (i.e. selling prepared foods, book sales, etc.)
- No operating any device designed for sound production, amplification, or reproduction (this is understood to include any musical instrument) is allowed

- No unpackaged food is allowed
- Groups not staffing their table will forfeit their future table reservation privileges

IV. Building Maintenance and Request for Service

All spaces and maintenance thereof are under the control of the Knight Campus Executive Director through delegation to the Facilities Operations Manager. Requests for service or maintenance of buildings or physical spaces in the Knight Campus shall be made to the Office of the Facilities Operations Manager. This includes use of loading dock and service elevators.

Occupants are expected to alert facilities management (gregn@uoregon.edu) of custodial or facilities needs in a timely manner upon observation of a service need.

Individual occupants are not authorized to conduct maintenance, repair or otherwise change the facility/building materially.

Maintenance and Service

Scope of service: building structures, janitorial, infrastructure/systems services (e.g. HVAC, plumbing), equipment, building consumables (e.g. bathroom materials), vendor support related to building or campus, equipment move-in, access control, and after-hours/emergency contact. Requests for these services is through a ticket system operated by the Office of the Building Facilities Operations Manager. The manager or delegate will liaise with internal and external partners for service/support if the action is not supported internally to the Knight Campus.

V. Space and Event Scheduling, Fees and Access

Access to book-able spaces and scheduling is governed by the [Knight Campus Event and Scheduling policy and process](#). Event and scheduling policy and process is posted on the Knight Campus website.

Spaces **not** available for scheduling include but are not limited to the bridge over Franklin Boulevard, the core research facilities, the innovation center and the 3rd and 4th floors of the building. Priority scheduling is given to Knight Campus initiated events.

Charges for use of space are based on an established rate structure. [Fee structure](#) is available on the Knight Campus website under “events and room booking” and complies with UO fee and rate process.

Some events may be considered higher risk than others and may require a security and safety meeting or risk assessment. Events that meet **one or more** of the follow criteria, as determined by Knight Campus, may require a meeting with Safety and Risk Services and UOPD: attendees are expected to exceed 100 people; there is likelihood of violence or civil unrest; the complexity of the event requires the involvement of multiple campus administrative partners; or unique events that require additional risk assessment and action to protect the health and safety of the campus community. Security and safety meetings are held, or a risk assessment is conducted, to determine whether the nature and scope of an event is likely to require the presence of UO Police Department (UOPD), the presence of UO Fire Marshal, or other public safety measures and/or plans. Security meetings will typically involve the unit’s building contact, the event organizer, a representative from Knight Campus, and representatives from UOPD and Safety and Risk Services. Together, they can help coordinate this assessment and develop a safety protocol for the event. The priority use of the Knight Campus building is for science, discovery, innovation and entrepreneurialism. Those priorities will guide approval of any event request.