

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

*Updated 12/2020*

## I. Preamble

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

The University of Oregon and KC 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](mailto:aec@uoregon.edu). Faculty and staff should contact UO's ADA coordinator at (541) 346-3159 or via [workplaceada@uoregon.edu](mailto: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

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

## III. Rules and Procedures

1. Animals are not permitted inside KC 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 KC; 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 KC.

2. Conduct expectations for KC staff and University of Oregon faculty members, guests and family members, and external visitors while inside KC 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 KC. The UO and KC may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the KC, UO or a UO community member.

- Individuals can be removed from the Knight Campus (including the bridge) 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 KC 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.

#### 4. KC Security and Access Control

To provide a safe and secure environment, the KC building has normal student and public 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

Due to COVID19 concerns, Knight Campus buildings, including the bridge, will apply restricted access rules. Only individuals with business in the Knight Campus will be provided access through the ground floor and bridge using pre-programmed UO ID cards at control devices. Knight Campus Business Hours do not change under restrictions, they are 7am to 6pm Monday through Friday. As conditions change, the access control rules will transition accordingly. The Facilities Operation Manager is the point of contact related to access: [gregn@uoregon.edu](mailto:gregn@uoregon.edu)

Ground floor and bridge access will be available to the public between 7am and 6pm, Monday through Friday. Public spaces are found in the Basement, Ground floor, and 2nd floor and include the bridge over Franklin Boulevard.

##### b. Internal and External Access Control

KC provides access control points throughout the building compatible with UO Student/Faculty ID cards. As such, KC 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: colors and occupant subgroups to be assigned Fall 2020.

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

Visitors to the building, other than casual, short term visit through the building or interacting with 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 KC lab safety committee and approved by the Executive Director.

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. The access locations at 3, 4 and their mezzanines are within the vestibules upon exit from elevator. Additionally, there are access controls at 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.

## 5. Video Security Monitoring

KC 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 KC.

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 KC 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

KC 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 KC property

Photography and filming is 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 KC 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 KC 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 not allowed.

#### 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.

*External to the building:* PTD may be employed external to the KC 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 KC campus which can be accessed via perimeter walkways. Covered and locked bike spaces will be managed by the KC facilities operations manager. Priority is offered to faculty/staff/students with a physical assignment in the KC. Access to the space will be reviewed annually through a survey and renewal of access control authorization. If KC occupants do not fill the slots available, access will be offered on a first come first served basis to the rest of UO campus. Access is available on an annual basis only.

Access to other bike storage areas located around the KC 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 KC. Any such activity may result in loss of facility usage privileges. Individual stay is limited to building hours of operation, unless express authorization has been given and processed via KC leadership or delegates via employment contract or other formal approval process. Unauthorized stays will result in loss of building/campus use privileges.

## 15. Housekeeping Expectations

- Generally, all spaces in the KC 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, 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.
- 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.

## 15. Posting materials

Designated spaces for postings include 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. Approval for posting items must be obtained by submitting material to the Executive Director's Office.

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 KC external perimeter or inside the building.

## 17. Tabling

Tabling is permitted under the following circumstances:

- Tabling is permitted only by building occupants and those entities with approved reservations for a KC space/facility upon the day of use and for both only with prior authorization to table by the Office of the Facilities Operations Manager. KC 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. Scheduling for use of any and all space in the Knight Campus is through the Facilities Operations Manager or delegate.

##### 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 KC.

#### V. Space and Event Scheduling, Fees and Access

Access to book-able spaces and scheduling is governed by the KC Event and Scheduling policy and process. Event and scheduling policy and process will be posted on the KC website.

Spaces **not** available for scheduling include but are not limited to the bridge over Franklin Boulevard, the core research facilities and the 3<sup>rd</sup> and 4<sup>th</sup> floors of the building.

Charges for use of space are based on an established rate structure. Fee structure will be available on the KC website under “events and room booking” and on the UO fee and rate webpage.

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 KC, 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 KC, 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 KC building is for science, discovery, innovation and entrepreneurialism. Those priorities will guide approval of any event request.