



WSU Policies and Procedures

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Effective: February 10, 2020



11.01 / Land Transactions

Effective: July 01, 1997 Revised: October 18, 2007

I. Policy

Refer to the Kansas Board of Regents Policy Manual for the Regents Land Transactions Policy that provides guidance relative to:

- Leases (Including Oil and Gas Agreements)
- Easements
- Sale of Real Property
- Acquisition of Real Property
- Real Property Transactions with State University Endowments, Foundations and Other Related Organizations



11.02 / Regents Facilities Policy

Effective: July 01, 1997

I. Policy

Refer to the Kansas Board of Regents Policy Manual for Regents Facilities Policies that provide guidance relative to:

- Buildings and construction projects
- Inspections
- Insurance
- Rehabilitation and repair projects
- Naming of buildings
- Private housing
- Reports due



11.03 / Unmanned Aircraft Systems

Effective: May 21, 2018

I. Purpose

Wichita State University recognizes that the operation of Unmanned Aircraft Systems (UAS), also referred to as “drones,” are popular for both recreational and educational usage. This policy establishes minimal requirements for the safe operation of UAS and shall be a reference to assist with compliance with Federal Aviation Administration requirements, state laws, local ordinances and University policies and procedures.

II. Applicability

This policy applies to the following individuals or entities:

- A. All members of the University community, including but not limited to employees, students, clubs, organizations, vendors and any other individual who is operating a UAS as part of their employment or as part of any University-related research or activity as is doing so on University Property (University User).
- B. Any person or entity not affiliated with the University that may operate a UAS on or above University Property (Non-University User).

III. Definitions

For purposes of this policy only, the following definitions shall apply:

- **Aircraft**

A device that is used or intended to be used for flight in the air.

- **Model Aircraft**

An Aircraft that is mechanically driven or launched into flight and is flown solely for hobby or recreational purposes and is not used for payment or benefit, directly or indirectly, by any person for the use of the Aircraft or any media produced by the Aircraft.

- **UAS Operator**

Either a University User or a Non-University User.



- **Unmanned Aircraft Systems (“UAS”) (commonly known as “drones”)**

Aircraft and accompanying systems (including communication links and the components that control the UAS) that are operated without the possibility of human intervention from within or on the Aircraft. The term UAS, as opposed to drone, is used throughout this policy as that is the term used in state and federal laws and regulations.

IV. Policy

- A. UASs may be flown by both University and Non-University Users if the flight adheres to any limits prescribed by the University Police Department (“UPD”) to ensure safety and compliance with all applicable laws.
- B. Use of UAS for law enforcement purposes, including both UPD and non-University law enforcement agencies is always authorized, subject to applicable law and government regulations. Non-University law enforcement agencies shall coordinate the flight, to the extent possible, with UPD.
- C. UAS Operators must comply with all applicable FAA regulations as well as all state and local laws and ordinances.
- D. UASs shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include, but are not limited to, restrooms, residential rooms, changing or dressing rooms, and health treatment rooms.
- E. Users shall keep a copy of the UPD approval and present it upon request.
- F. Non-University Users must enter into a UAS Flight Operator Agreement, to be obtained from UPD, prior to use of UASs on or above University Property*.
- G. The University has the right to immediately suspend or terminate the operation of a UAS by any means necessary if, in the University's discretion, it interferes with campus operations, poses hazards to any person or University facilities, equipment, or other property, or has not received the proper approvals.

*NOTE: in order to allow adequate time for approvals, it is strongly suggested that Users allow a minimum of seven (7) working days for all required documents to be processed and approved.

V. Procedures

A. All Flights

Persons wishing to operate UAS on University Property must contact the UPD at least three (3) working days in advance¹ of the desired flight time (or longer, for more complex requests) and provide the following:



2. Proof of compliance with FAA UAS airspace and operational rules,
3. A detailed flight plan ([see form](#)) to include requested time and locations;
and
4. If a non-University User, an executed UAS Flight Operator Agreement.

¹ A waiver of the required time notification may be obtained for University-related purposes.

B. University Property (Outdoor Flight)

Media outlets wishing to use UAS on University Property should contact University Strategic Communications for assistance in obtaining approval in accordance with this policy.

UAS Operators may be asked to stop the UAS flight or leave University Property if they do not comply with this policy or are otherwise engaging in conduct that is considered harmful or dangerous to the University or persons on University Property. Such conduct may include but is not limited to violations of the regulations established by federal, state and local authorities and/or as provided for in this policy.

C. University Property (Indoor Flight)

Indoor use of UAS for University-related purposes is permitted when conducted in authorized space suitable for such experimentation. Use of indoor flight space will follow guidelines established by the designated University department/employee that has responsibility for the space.

D. Non-University Property (University Employee/Student Use)

University Departments or employees wishing to fly UAS for University-related purposes off University Property must have appropriate permits and property owner permission for the location of the flight and must comply with any federal, state, and local laws and regulations of the jurisdiction where the UAS flight is conducted.

VI. Standards

All University users of UAS are expected to comply with all laws and regulations promulgated by the FAA. These laws and regulations include, but are not limited to:

- No flying over people (Note: this severely limits UAS flights on campus)
- No flying above 400 ft.



- No flying outside daytime hours, defined as 30 minutes before official sunrise to 30 minutes after official sunset
- No flying in an unsafe manner
- No flying beyond the operator's ability to see the Aircraft
- No flying while under the influence of alcohol or drugs
- No flying in a manner that interferes with air traffic
- No flying close to another Aircraft as to create a collision hazard
- No photography of spaces where an individual has a reasonable expectation of privacy

VII. Related Policies, Forms and Resources

Below are links containing additional related policies, forms and resources for UAS operation on University Property. Each UAS Operator is responsible for ensuring his or her own compliance with this policy and any applicable federal, state or local regulations, statute or ordinance.

- [Federal Aviation Administration UAS Program website](#)
- [State of Kansas SB249](#)
- [State of Kansas SB319](#)
- [City of Wichita UAS Ordinance](#)

VIII. Penalties for Violation of Policy

Any violations of University policies or student code of conduct by an individual will be administered in accordance with applicable University policies and procedures. Individuals who violate this policy may be subject to civil or criminal penalties and the seizure of UAS by campus police or security. Fines, damages, and claims against individuals who violate this policy may be the responsibility of that individual.

The University Police Department is responsible for compliance and enforcement of this policy.



11.04 / Process for Selection of Project Architect on Board of Trustees' Projects

Effective: April 28, 1988 Revised: December 09, 2016

I. Policy

Whenever a project is planned for the construction of a new building or for major repairs or improvements to an existing building for Wichita State University using funds other than as appropriated by the State of Kansas, and when the project will have a construction cost exceeding \$1,000,000, the following procedures shall apply for the selection of a firm to provide architectural services. If a project is purely of an engineering nature without significant architectural considerations, and the project will have a construction cost exceeding \$1,000,000, the same procedure shall be used to select a professional engineering firm to provide the required services.

The staff shall place an advertisement in two consecutive issues of the Kansas Register to publicly describe the proposed project and solicit applications from all firms interested in being considered for selection as project architect. The staff shall review the applications and shall select a minimum of three firms for interviews.

The "short list" of three or more firms will be interviewed by a Selection Committee of four (4) persons. The Selection Committee will consist of two (2) members of the Board of Trustees appointed by the Chair, the University's Vice President for Finance and Administration and the Associate Vice President for Facilities.

When interviewing applicant firms, the committee shall always consider demonstrated competence and qualifications including satisfactory completion of any previous phase of work awarded for the same project, and shall take into account the estimated value of the services to be rendered and the scope, complexity, and professional nature thereof. When applicant firms with comparable credentials and abilities are being considered, preference shall be shown toward firms with permanent offices in the Wichita area whenever possible.

The committee shall rank the firms interviewed in order of preference beginning with the firm determined to be the most qualified for the project in question, and shall negotiate a contract with that firm as project architect to provide all architectural services for the project as defined by the program statement. Should the staff be unable to negotiate a satisfactory contract with the first ranked firm, negotiations with that firm shall be terminated, and the staff shall undertake negotiations with the second ranked firm. If accord is unable to be reached with the second most qualified firm, the process shall be



repeated with the other firms in the order of their ranking on the preference list. Should the staff be unable to negotiate a satisfactory contract with any of the selected firms, the committee shall reevaluate the services and fee requirements and reopen negotiations with any of the nominated firms. The Board of Trustees must approve the recommendation of the staff for final selection of the architectural firm.

Any contract for architectural services shall specify the responsibilities undertaken and the services to be provided by the project architect. In addition, the contract shall require the project architect to submit evidence which is satisfactory to the University's Vice President for Finance and Administration that the firm has general professional liability insurance which is adequate for the project.

11.06 / Naming of University Facilities

Effective: July 01, 1997 Revised: February 13, 2017

I. Purpose

To state University policy with regard to the naming of University facilities, including, but not limited to rooms, suites, classrooms, corridors, auditoriums, etc., and to complement Board of Regents policies on the naming of buildings and academic units.¹

II. Policy

No University facilities or grounds, or any part thereof, shall be dedicated to or named for any individual, partnership, corporation, entity, or person or otherwise given some designation without the advance written consent and approval of the President of the University.

Any proposal to dedicate, name, or designate any University facilities or grounds shall be submitted to the President, in writing and with supporting explanation or justification, prior to any communication with a proposed honoree. The supporting explanation or justification should clearly document a distinguished career; significant and recognized regional or national accomplishments; extraordinary contributions of a scholarly, professional, artistic or public service nature related to the University's mission; acknowledge and express appreciation for financial support of the University; and/or an established relationship with the University and its long-term objectives. In considering any such proposal, the President shall consult with appropriate staff members and the Associate Vice President for Facilities.

In situations where University facilities or grounds, or any part thereof, have been dedicated to or named for any individual, partnership, corporation, entity or person, the University reserves the right to withdraw the designation or name if, in the sole opinion of the University, the individual, partnership, corporation, entity or person has come into disrepute in the University or in the general community so as to reflect negatively or adversely upon the University.

Any naming made pursuant to this policy shall remain in effect until such time as the University determines the facility has exceeded its useful life or the facility's continued use has become impossible or impractical.

¹See Item 13 in Chapter II, Section E of the *Board of Regents Policy Manual* relating to the Naming of Buildings and Item 9 in Chapter II, Section A relating to the Naming of Academic Units.



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(Note: The reader should also refer to [Fund-Raising Efforts Involving Naming Opportunities \(Other Than Buildings or Facilities\)](#) at Section 20.10 of this manual.)



11.07 / Cereal Malt Beverage and Alcoholic Liquor

Effective: July 01, 1997 Revised: June 05, 2017

I. Purpose

To comply with Board of Regents policy (*Policy Manual*, Chapter II, Section E, Items 16 and 17).

II. Policy

- A. The service or sale of cereal malt beverages (3.2% beer) and/or alcoholic liquor (which includes beer) is permitted at approved indoor events held in the President's Residence, McKnight Atrium (1st, 2nd, and 3rd floors only), Ulrich Museum of Art (1st and 2nd floors only), CAC Theater, Rhatigan Student Center, Beggs Hall Lobby, Devlin Hall Lobby, Wiedemann Hall Lobby, Duerksen Fine Arts Center (Miller Concert Hall Lobby only), Wilner Commons, Shocker Studios, Morrison Hall, Grace Memorial Chapel, Marcus Welcome Center, Woodman Alumni Center, Hughes Metropolitan Complex (Roger Lowe Auditorium Lobby, Room 132 and Room 180 only), Experiential Engineering Building and all athletic facilities. Additionally, outdoor locations for approved events with alcoholic liquor include the Duerksen Fine Arts Center Amphitheater; Ulrich Museum of Art Patio; Rhatigan Student Center Courtyard and Patio; Parking Lots 1N, 1S, 6, 7, 16, 16S, 21, and 21W; and the throwing fields and all other outdoor athletic facilities.
- B. Requests to serve cereal malt beverages and/or alcoholic liquor at a location listed above must be submitted a minimum of two weeks and approved by the University's General Counsel as the President's designee in advance of the event. The request for written approval will include the written procedures developed by the University Division or affiliated corporation of the University associated with the location and event. If approval is being sought for more than a single event, details describing the request for continuing approval should be explained in the submission for written approval.
- C. When approved, consumption of cereal malt beverages and/or alcoholic liquor is permitted only within the approved area designated for the event. Care must be taken by event organizers to ensure that cereal malt beverages and/or alcoholic liquor will not be served or sold to people who are not of legal age or appear to be intoxicated.
- D. At all times the marketing, serving, sale and/or consumption of cereal malt beverages and/or alcoholic liquor must be in full compliance with all applicable state statutes, municipal ordinances, University policies, and other regulations.



- E. The sale, distribution, service and/or consumption of cereal malt beverages and/or alcoholic liquor on the University campus in any circumstances other than the above is prohibited unless approved by the University's General Counsel as the President's designee.
- F. Generally, alcohol is not allowed in University managed housing but alcohol may be possessed by individuals, 21 years of age and older, in designated areas of Fairmount Towers and The Flats, only after written approval for continuous use in designated areas is requested by Fairmount Towers and The Flats and is approved by the University's General Counsel as the President's designee.
- G. This policy does not apply to any indoor events in buildings owned or leased by a third party not affiliated with the University or outside locations immediately adjacent to property leased from the University or an affiliate of the University by a third party unaffiliated with the University.
- H. Cereal malt beverages and/or alcoholic liquor must be served by a food service provider approved by the Food Service Committee or a professional catering service and the provider/service will be required to provide proof of liability insurance designating the host of the event, the University, and its affiliated corporations as a named insured. The written proof of liability insurance should be included with the request for written approval.
- I. Wichita State University prohibits the use, possession, manufacturing, distribution, or sale of cereal malt beverages and/or alcoholic liquor by or to any individual under the age of 21.
- J. Violations of state law and/or University policies on the part of groups or individuals will be handled in accordance with applicable law enforcement or university disciplinary procedures and services regarding alcohol education and abuse prevention programs.

11.09 / Pyrotechnics

Effective: July 01, 1997 Revised: February 02, 2021

- I. **Initiating Authority**
 - A. The Environmental, Health, and Safety Department serves as the initiating authority along with the Wichita State University Fire Safety Office.
- II. **Purpose**
 - A. This policy provides information, establishes general precautions, and sets guidelines and procedures for anyone who plans to have a Fireworks Display or use Pyrotechnic Special Effects on University Premises.
- III. **Policy**
 - A. Random, unauthorized use of any Fireworks Displays or Pyrotechnic Special Effects on University Premises is prohibited, including consumer grade fireworks sold for use by the general public.
 - B. No fireworks can be possessed, stored or discharged on University Premises by anyone other than persons who possess a State of Kansas Display Operator License and with approval by the University Fire Safety Office.
 - C. No interior Pyrotechnic Special Effects are permitted in any University owned or controlled building or structure.
 - D. No exterior Fireworks Displays or Pyrotechnic Special Effects are allowed on University Premises unless authorized by the University Fire Safety Office. All provisions for a safe Fireworks Display or Pyrotechnic Special Effects as outlined in this policy must be met for these events to be approved.
 - E. Organizations, groups and individuals sponsoring a public display of fireworks or pyrotechnics shall comply with rules, regulations and procedures as outlined in this policy, as well as all applicable federal, state, and local laws, rules and regulations. Specifically, any event involving Fireworks Displays and Pyrotechnic Special Effects must be held in accordance with the National Fire Protection Association (NFPA) codes and standards, the Kansas State Fire Marshal's Office rules and regulations, and the City of Wichita ordinances.
 - F. The University Fire Safety Office personnel's firsthand knowledge of existing on-site physical conditions will also govern approvals for any event involving a Fireworks Display or Pyrotechnic Special Effect.
 - G. The storage and transportation of fireworks shall comply with current NFPA codes and standards, specifically NFPA 1124.
 - H. The University Fire Safety Office has authority to suspend or terminate Fireworks Displays or Pyrotechnic Special Effects at any time upon their own discretion and/or upon the advice of the Kansas State Fire Marshal, the producer of the event, or the local fire department.



- I. The prospective locations for Fireworks Displays or Pyrotechnic Special Effects productions will be considered on a case-by-case basis. Once a site has been requested for use, it will be inspected by the University Fire Safety Office to determine whether the Fireworks Display and/or Pyrotechnic Special Effects production can be accomplished on that site safely and without damage. At the time of this inspection, the actual size, style, type, and number of fireworks will be reviewed for approval.
- J. If at any time the wind speed is 20 mph at ground level, or if unusually wet or dry conditions prevail, the exterior public Fireworks Display or Pyrotechnic Special Effects shall be cancelled or postponed until weather conditions improve to an acceptable level as determined by the University Fire Safety Office in its sole discretion.

IV. Definitions

- A. For the purpose of this policy only, the following definitions shall apply:
 1. Display Operator License: A license held by qualified persons who operate outdoor fireworks displays and issued by the Office of Kansas State Fire Marshal in accordance with K.A.R. 22-6-24.
 2. Event Sponsor: Any individual or group seeking to host an outdoor event involving the use of a Fireworks Display and/or a Pyrotechnic Special Effect.
 3. Fireworks Display: a private or public production of display fireworks or articles pyrotechnic, or both, which are intended for use and designed to produce visible or audible effects for entertainment purposes by combustion, deflagration, or detonation.
 4. Pyrotechnic Special Effect: An effect where a chemical mixture is used to produce visible or audible effects by combustion, deflagration, or detonation.
 5. University: Wichita State University and its controlled affiliate organizations.
 6. University Premises: University Premises includes University owned land, buildings and vehicles; buildings and land leased by the University from an affiliated corporation or a third party; and any other property controlled by the University that is set forth by agreement that the University may restrict access. University Premises may change from time to time, but they are designated annually in the University's Annual Security Report and on its website here.

V. Administrative Procedure

- A. **Request Permission for any Event from the University Fire Safety Office**
 1. Thirty (30) days prior to any proposed exterior event on University Premises involving a Fireworks Display or Pyrotechnical Special Effects, the Event Sponsor must contact the University Fire Safety Office via telephone at (316) 978-5531/ 5803 to discuss any fireworks or pyrotechnic details and the proposed location of such an event.



2. Within five (5) days of the initial verbal contact, the Event Sponsor must submit a written description and graphic overview of the event, including required clearances and safety zones, to the University Fire Safety Office, Campus Box 23, 1845 Fairmount Street, Wichita, KS 67260-0023, or via email to fire.safety@wichita.edu.
 - a. The Event Sponsor must also provide the name, address, email, and telephone number of the person(s) or company who will be handling the fireworks or pyrotechnics for the event.
 - b. Only trained, certified and licensed pyrotechnic personnel may be used to discharge a Fireworks Display or any Pyrotechnic Special Effects. A current State of Kansas Display Operator License issued by the State Fire Marshal's Office is required and a copy must be supplied to the University Fire Safety Office at the time the event sponsor submits copies of its City of Wichita permit pursuant to the procedure in Section V.B. 2, 3.
 - c. The Event Sponsor must also designate and provide the name(s) of person(s) who will ensure compliance with all rules, regulations and procedures as outlined in this policy, as well as all applicable federal, state, and local laws, rules and regulations.
3. The University Fire Safety Office will review any written submissions and provide a preliminary decision in writing to the Event Sponsor generally within five (5) days, but within time for the Event Sponsor to obtain any required City of Wichita approvals and permits if the University Fire Office approves the event.

B. Obtaining Required City of Wichita Site Inspection, Event Approval, and Permit

1. Upon receipt of event approval from the University Fire Safety Office, the Event Sponsor must contact the Wichita Fire Department at least fourteen (14) days prior to the event at (316) 268-4441 or email WichitaFire@wichita.gov to schedule a site inspection and purchase a permit.
2. Once the event is approved by the City of Wichita, the Event Sponsor must send a copy of the permit to the University Fire Safety Office, Campus Box 23, 1845 Fairmount Street, Wichita, KS 67260-0023, or via email to fire.safety@wichita.edu.
3. The permit must be received by the University Fire Safety Office not less than 5 calendar days prior to the event, or the event is subject to cancellation.
4. No event involving Fireworks Displays or Pyrotechnic Special Effects will be allowed on University Premises unless the appropriate approval and permit issued by the City of Wichita is timely received prior to the event by the University Fire Safety Office.



C. Requirements at the Fireworks or Pyrotechnic Event

1. The Event Sponsor must ensure that the event has sufficient staff as required to support it, including staff for fire watches, fire alarm monitoring, and crowd control.
2. The Event Sponsor must ensure that adequate fire extinguishing or fire-fighting equipment is available on-site in the event of fire and must coordinate with local fire officials for emergency standby.
3. The Event Sponsor shall be responsible for providing an adequate number of staff to monitor the perimeter of the approved discharge site and potential landing areas immediately prior to and during the firing, and until the area is declared safe by the display operator.
4. The Event Sponsor must ensure that clean-up of the fireworks area after the event is acceptable to the University.

VI. Applicable Laws And Additional Resources

- A. K.S.A. 31-170
- B. K.S.A. 31-501 et. seq.
- C. K.A.R. 22-6-1 et seq.
- D. Wichita Ordinance Sec. 15.01.650—Chapter 56, Section 5601.1.3 & Section 5601.2
- E. NFPA Codes and Standards (Incorporated by reference into K.A.R. 22-6-20):
 1. Code 1123—Code for Fireworks Display
 2. Code 1124—Code for the Manufacture, Transportation, and Storage of Fireworks and Pyrotechnic Articles.
 3. Standard 1126—Standard for the Use of Pyrotechnics Before a Proximate Audience



11.10 / Poster/Flyer Policy for University Grounds and Facilities

Effective: July 01, 1997 Revised: May 20, 2015

I. Policy

A. This policy pertains to the placement, or display of publicity or advertising material including, but not limited to: posters/flyers, placards, banners, student election campaign material, announcements, yard signs, portable signs, and other such temporary or nonpermanent communications devices (hereinafter "posters/flyers"; or "poster/flyer").

1. Posters/flyers shall be affixed with masking tape or with thumb tacks on departmental or college bulletin boards and the public bulletin board on the first floor of the RSC. Any materials (staples, glue, nails, cellophane tape, etc.) which could cause damage shall not be used to affix posters/flyers to surfaces. To attach materials to the concrete kiosks, duct tape is available at the University Information Center in the Rhatigan Student Center.
2. The posting of non-university posters/flyers, including advertisements for the sale of products or services, is limited to the following campus locations:
 - a. The 13 concrete kiosks located on campus (use duct tape available at the University Information Center in the RSC).
 - b. The public bulletin board located on the first floor of the RSC.
3. Banners may be tied (or temporarily affixed) to the fence surrounding the intramural playfield or RSC balcony. Contact the RSC Reservations Office at 978-3475 to use the balcony space. Contact the Heskett Center at 978-3082 to use the intramural playfield fence.
4. Posters/flyers may not be placed on the following:
 - a. Exterior or interior surfaces of buildings.
 - b. Sidewalks; utility poles; trees; automobiles or other vehicles; sculpture or other outdoor artwork; entry, directional, informational, or traffic signs; pillars; and other similar surfaces.
5. In connection with authorized student election campaigns:
 - a. Candidates for election must follow SGA election policies regarding the placement and number of publicity items allowed and when campaigning may begin.
 - b. Student election campaign materials may be posted on departmental or college bulletin boards.
 - c. Student election campaign materials shall be removed within three days after the applicable student election.
 - d. Yard signs may be used for student election campaign materials associated with student elections.



6. Chalking of University facilities is not permitted.
7. Yard signs are not permitted except as provided for in paragraph 5.d. of this policy.
8. Paint shall not be applied to any surface on campus.
9. Posters which, when wet, might discolor the surface upon which they are mounted, shall not be permitted and if posted shall be removed by university employees. A fine may be assessed against the organization placing or displaying the poster/flyer for any repairs or clean-up charges associated with damage to facilities.
10. Posters/flyers shall not exceed 18" x 24", must be dated, and contain appropriate print and content for the University community. The organization placing or displaying the poster/flyer must be identified on each poster/flyer.
11. Posters/flyers not posted in accordance with this policy will be removed by University employees.



11.11 / Tobacco Free Campus

Effective: July 01, 1997 Revised: May 20, 2015

I. Purpose

To provide guidance concerning tobacco use in and around campus grounds and buildings.

II. Policy

Wichita State University is committed to provide a tobacco-free environment for the health, well-being and safety of University students, employees and visitors; accordingly, Wichita State University is a tobacco-free campus.

III. Exceptions

- A. Tobacco use may be permitted for controlled research with prior approval of the dean or director responsible for the facility.
- B. Tobacco use may be permitted for educational, clinical or religious ceremonial purposes with prior approval of the dean or director responsible for the program or facility.
- C. Tobacco use may be permitted in designated areas outside of WSU-ICAA controlled athletic facilities during scheduled events, with prior approval of the Director of Athletics or designee.
- D. Tobacco use may be permitted in accordance with Kansas law within designated areas of those buildings on land leased by Wichita State Innovation Alliance or third parties with prior approval of the Associate Vice President for Facilities for WSU.

IV. Definitions

- **WSU Campus**

WSU Campus includes buildings, structures, parking structures, enclosed bridges, walkways, sidewalks and parking lots owned, leased or operated by WSU.

- **Tobacco Products**

Tobacco products are defined as all tobacco-derived or containing products, including but not limited to the following:

- cigarettes;
- electronic cigarettes;
- electronic smoking devices;



- vaping products;
 - cigars;
 - products smoked in any type of pipe;
 - smokeless tobacco;
 - oral tobacco (spit producing, non-spit producing, smokeless, chew and snuff)
 - nasal tobacco;
 - products intended to mimic tobacco products that contain tobacco flavoring;
 - products that deliver nicotine other than for the purpose of cessation, as approved by the FDA (e.g. nicotine patch, nicotine gum).
- **Electronic Smoking Device**

Electronic smoking device means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

- **Hookah**

Hookah means a water pipe and any associated products and devices which are used to produce fumes, smoke and/or vapor from the burning of material including, but not limited to, tobacco, shisha or other plant matter.

- **Smoking**

Smoking means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated tobacco or plant products intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

V. Responsibilities

Adherence to this policy is the responsibility of all members of the University community. It is expected that, while on campus, students, employees, visitors, University affiliates, contractors and volunteers will comply with this policy. Members of the University community are empowered to respectfully inform others about the policy



in an ongoing effort to enhance awareness of and encourage compliance with the policy.

VI. Enforcement

The successful implementation of the policy on July 1, 2017, will engage Student and Faculty Ambassadors in creating a tobacco-free culture based on respectful compliance from the campus community. Ambassadors will be trained to use scripted, courteous messages, reminding/informing students, employees and visitors that Wichita State University is a tobacco-free campus and directing them to available cessations services.



11.12 / Use of University Campus for Free Expression Activities

Effective: September 29, 2017 Revised: August 07, 2020

I. Initiating Authority

Dr. Teri Hall, Vice President for Student Affairs

Werner Golling, Vice President for Finance and Administration

II. Purpose

Wichita State University (University) recognizes and supports the rights of individuals and groups to engage in campus expressive activities, either within University facilities or at outdoor University venues/grounds. This includes discussion and expression of various views communicated through, but not limited to, oral, written, and/or electronic means of communication. The purpose of this policy is to articulate, clarify, and underscore this long-standing commitment in a manner that furthers both freedom of expression and the University's mission of teaching, research, and public service. This policy shall be interpreted to support such activities while simultaneously balancing the rights of students, employees, and visitors who make up the University community.

III. Policy Statement

A. Campus Expressive Activities

1. Discussion and expression of all views are permitted within the University, subject to the Kansas Board of Regents Policy Manual Chapter II, Section F.2, and University Policy requirements for the maintenance of order and the prevention of interference with the conduct of the University. Support of any cause by orderly and peaceful means is permitted so long as it does not disrupt the operations of the institution, damage property, or otherwise threaten the health or safety of others. All individuals are entitled to conduct their lawful business at the University without interference or disruption. However, University buildings, facilities, and grounds are not available for unrestricted use by individuals and groups for purposes of constitutionally protected speech, assembly or expression. The University's regulations, procedures, and requirements are intended to preserve its mission, its normal functions, and the use of its buildings, facilities, and grounds.
2. The right of orderly and peaceful protest within the University community must be preserved. However, any rally, protest, or demonstration will be limited to outdoor venues absent extenuating



circumstances or advance approval by the University and will not disrupt classes, block access to University buildings, offices, or classrooms, or otherwise infringe upon normal operations and functions. The University retains the right to assure the safety of individuals, to prevent true threats or harassment, to protect property, and to ensure the continuity of the educational process including the maintenance of entrance to and egress from all University buildings and offices, the ability to conduct regular class meetings, and other University functions. The University may reasonably regulate the time, place, or manner of expression to accomplish these goals. All events, activities, individuals, and groups are subject to the procedures, regulations, and requirements of the University, Kansas Board of Regents, local ordinances, state and federal law.

B. Political Activity

1. Pursuant to the Kansas Board of Regents policies, additional restrictions shall be imposed on Political Activity on campus. Those restrictions can be found at WSU Policy 11.22 (Political Activities and Campus Facilities), and at Kansas Board of Regents Policy Manual Chapter II, Section E.16 Use of Campus Facilities. In compliance with these policies, campus facilities and grounds shall not be made available for campaigning, electioneering or fundraising events for any candidate for political office, party committee or political committee.
2. For purposes of this policy only and to assist in determining whether or not such activity could be deemed "Political Activity," Political Activity includes any expression, event, or activity whose major purpose is to (1) support or oppose any candidate for federal, state, or local office, or (2) support or oppose a position on a political issue (this may include candidate debates).

IV. Administrative Procedure

- A. Except where such advance notice is impossible or unreasonable, a request to hold a Campus Expressive Activity should be submitted at least 72 hours before the start of the event to ensure its successful execution. Appropriate advance notice permits the University to engage with the individual, group, or entity to help ensure the event is effective, to ensure participants' safety, and to assist organizers in seeing that the event does not disrupt the normal functioning of the University.
- B. A Campus Expressive Activity should be registered with University Event Services by emailing letsmeet@wichita.edu or calling (316) 978-3475 no later than seventy-two (72) hours prior to the Event, and by providing a Notification of Intent to be on University property. They can do so by filling out the [Notification of Intent Form](#).
- C. Subject to the time, place and manner restrictions set forth in this policy, Campus Expressive Activities will not be reviewed, denied, or approved due to



the content of the proposed activity. Expression cannot nor should not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves.

- D. Public Areas will be available on a first-come basis and will be assigned by the University Event Services Office after considering the information provided by the Sponsor in the Notification of Intent.
- E. The Activity must not create safety hazards or pose unreasonable safety risks to University students, employees, or visitors.
- F. The Activity may not interfere with the operational, administrative, or educational activities inside or outside any University building or otherwise prevent the University from fulfilling its mission. The University may terminate, cancel, restrict or prohibit any Activity if it is determined, after consideration of the circumstances, that the event creates or will create an imminent threat of danger to persons or property or will impede the University's orderly operation.
- G. If a Campus Expressive Activity is denied space for its function, is limited in its scope, or is not permitted to be held, the Sponsor of the event may appeal to the Dean of Students (or designee). If the appeal is denied, the Sponsor may request a final review of the decision by the Vice President for Student Affairs (or designee) whose decision is final.
- H. However, nothing in this policy will be construed to limit the right of anyone to file a complaint with the Office of Institutional Equity and Compliance (OIEC) on the basis of discrimination, harassment or retaliation based on age (40 years or older), ancestry, color, disability, ethnicity, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran.
- I. To avoid excessive campus littering and the creation of additional work for University employees, individuals and groups are expected to keep utilized areas clean and return them to the same condition as before the Event. Reasonable charges may be assessed against the Sponsor for the costs to repair damaged property or for clean-up that is deemed to be in excess of customary campus clean-up for campus events.
- J. Failure to comply with any University or Kansas Board of Regents policies, procedures, regulations, requirements, local ordinances, state or federal laws may be considered a violation. A violation may result in University sanctions or discipline imposed on the Sponsor, individual, or group.

V. Applicable Laws and Additional Resources

- A. U.S. Constitution, Amendment 1
- B. Kansas Board of Regents Policy Manual, Ch.II.E.16 Use of Campus Facilities
- C. WSU Policy 11.22 / Political Activities and Campus Facilities



11.14 / Solicitation on Campus by Credit Card Companies

Effective: October 25, 2002 Revised: February 01, 2010

I. Purpose

The purpose of this statement is to set forth University policy with regard to the on-campus solicitation of credit card applications from University students.

II. Preamble

Board of Regents policy requires that each Regents Institution adopt and enforce specific policies regarding the campus solicitation of credit card applications from students.

III. Policy

- A. Soliciting credit card applications on the campus of Wichita State University is restricted and limited to two campus facilities: The Rhatigan Student Center and Koch Arena.
- B. Any solicitations of credit card applications at the Rhatigan Student Center and Koch Arena must be arranged and completed in accord with the specific requirements established by those responsible for the operation of these campus facilities.
- C. No solicitations of credit card applications from students shall take place on campus during the week before and the two weeks following the beginning of each semester.
- D. Any solicitations of credit card applications at the Rhatigan Student Center and Koch Arena must be accompanied by information on the responsible use of credit and the risks of credit use.
- E. Any solicitations of credit card applications from students, including solicitations by any banking institution which has an "affinity card" contract currently in effect with the University or an affiliated corporation of the University, shall be in compliance with the Credit Card Accountability Responsibility and Disclosure Act of 2009.
- F. This policy shall not apply to any branch bank located in the Rhatigan Student Center or any credit union with an office on the campus of Wichita State University.



IV. Implementation

This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

11.15 / On-Campus Sales or Commercial Activities by Outside Businesses

Effective: July 01, 1997 Revised: October 25, 2002

I. Policy

The display, promotion, marketing, or sale of products or services on the University campus by individuals, partnerships, corporations, or other such entities not associated with, related to, or specifically authorized by or on behalf of the University is prohibited.



11.16 / Labs, Offices, and Other Specially Equipped Rooms

Effective: July 01, 1997 Revised: July 01, 2013

I. Policy

When it becomes necessary for faculty/staff to request that certain labs, offices or other specially equipped rooms not scheduled by University Event Services (see [Section 11.18](#)) be opened at times other than regularly scheduled hours, it is the responsibility of the department needing the facility to make the necessary arrangements. A memo must be sent to the University Police Department, with a copy to the Physical Plant, from the departmental chairperson approving the request for use of the space. The memo must include all of the following information:

- A. The building name and the room number of the space requested.
- B. The date(s), the beginning time(s) and the ending time(s), for each requested use.
- C. The name of the faculty/staff person who is requesting the use of space and who will be responsible for the space during the period of time requested.

The University Police Department will have the outside doors of the building to be used unlocked as requested in the memo. Unlocking areas within the building will be the responsibility of the department involved. Physical Plant employees will secure the outside doors to the facility following the ending time, unless it is after 11:30 p.m., in which case a University police officer will do so.



11.17 / Activities and Events Associated with Athletic Contests

Effective: February 14, 2005 Revised: May 19, 2005

I. Purpose

The purpose of this statement is to set forth University policy with regard to requests to sponsor, arrange and hold scheduled events or activities on University property near or adjacent to Koch Arena and/or the Levitt Athletic Complex, Cessna Stadium, Eck Stadium/Home of Tyler Field, and the Heskett Center intramural fields, in connection with intercollegiate athletic contests.

II. Preamble

The University occasionally receives inquiries and requests from colleges and universities, or entities associated with those colleges and universities, i.e., alumni associations, foundations, booster groups, etc., to sponsor, arrange and hold activities or events in connection with the colleges and universities' involvement in intercollegiate athletic contests at Wichita State University athletic venues (hereinafter generically referred to as "tailgating events"). The purpose of this statement is to enunciate University policy in regard to requests for such tailgating events in order to protect University facilities and to seek to assure the safety of participants.

III. Policy

- A. Tailgating events may only be held in areas designated by the University and during times approved by the University. Decisions regarding athletic venues and areas immediately adjacent thereto, including parking lots, will be made by the Director of Intercollegiate Athletics. Decisions regarding the Heskett Center intramural fields will be made by the Director of the Heskett Center.
- B. Tailgating events must be approved and sponsored by a college or university which has entered into an agreement for the use of a Wichita State University athletic venue in connection with a scheduled game, or approved and sponsored by an entity officially associated with the college or university.
- C. No tents or tent stakes may be used on University parking lots.
- D. Cereal malt beverages may be served at tailgating events; provided, however that no kegs or glass bottles are permitted.
- E. All tailgating events must be in full compliance with applicable laws and University policies and procedures, including the University's policy on cereal malt beverages (see [Section 11.07](#)).



- F. Sponsors of tailgating events shall control the service of cereal malt beverages by using bartenders or having specific individuals designated to take responsibility for the service of said cereal malt beverages.
- G. Sponsors of tailgating events must take responsibility for the wholesomeness and safety of any food items served or provided. Sponsors are encouraged to use the University's designated athletic venue concessionaires or the University's designated food service provider.
- H. No bonfires or other open fires are permitted.

IV. Implementation

This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Director of Intercollegiate Athletics shall have primary responsibility for publication, dissemination and implementation of this University policy.



11.18 / University Event Services

Effective: July 01, 1997 Revised: November 19, 2018

University facilities/classrooms may be reserved through the University Event Services office located in the Rhatigan Student Center.

I. Guidelines

Guidelines for use of facilities scheduled by the [University Event Services office](#) are [available here](#).

A. Meeting spaces reserved by University Event Services (UES) are as follows:

- Alhberg Hall
- CAC Theater
- Clinton Hall
- Corbin
- Devlin Hall
- Engineering
- Fiske Hall
- Geology
- Grace Memorial Chapel
- Hubbard Hall
- Jabara Hall
- Jardine Hall
- Lindquist Hall
- Marcus Welcome Center
- McKinley Hall
- Neff Hall
- Outdoor spaces
- Rhatigan Student Center

B. In addition, the UES office reserves outdoor spaces. A complete list of those spaces is available on the Event Services web page.

II. Use of University Facilities

University facilities are available, by reservation, to both on-campus and off-campus groups. In academic buildings, priority is given to University classes. In non-academic buildings, priority is given to on-campus use by University faculty, staff and students.



III. Scheduling Meeting Rooms

A. Online

[Meeting spaces may be scheduled on-line](#) where guests can browse for available space.

B. In-person

Guests can visit either visit University Event Services, Room 234 in the Rhatigan Student Center to reserve space and plan events.

C. By phone

Rooms can be scheduled by calling (316) 978-3475 to speak to an Event Coordinator who will assist with planning events.

D. By email

Send an email to letsmeet@wichita.edu.



11.19 / Weapons on University Property

Effective: July 01, 2017

I. Purpose

It is the policy of the Kansas Board of Regents (hereinafter referred to as Board), to the extent permitted by law, to allow concealed carry of handguns and prohibit possession of other weapons and open carry of firearms on the University campus. This sets forth Wichita State University (hereinafter referred to as University) policy with regard to the presence of weapons on University property.

II. Preamble

In view of the enactment of the Kansas Personal and Family Protection Act, subsequent amendments and Board policy, the Board has directed each state University to develop and follow policies and procedures for the safe possession and storage of lawfully possessed handguns and determine whether and to what extent otherwise lawfully possessed concealed handguns will be prohibited in any university buildings or areas of buildings.

III. Policy

- A. Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on the Wichita State University campus except in buildings and public areas of buildings for which adequate security measures are provided, as restricted in this policy or Kansas Board of Regent's policy, and except as otherwise prohibited by law.
- B. There are no University buildings that have been designated as gun-free with permanent adequate security measures. The University may designate a specific location as temporarily gun-free, with appropriate signage, and use temporary adequate security measures after submission and approval by the Governance Committee of the Board. Appropriate notice will be given whenever this temporary designation is made.
- C. Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and University policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.
- D. Possession of weapons, other than concealed handguns, anywhere on any campus location shall be prohibited. This includes the open carry of any weapon,



including a handgun or handguns. Every entrance to each building and facility at any campus location shall be conspicuously posted with appropriate signs indicating that openly carrying a weapon into that building or facility is prohibited. Additional signs may be posted as appropriate.

IV. Definitions

- A. Weapons, firearms, explosives and other hazardous objects or substances covered by this policy shall include, but not be limited to, the following:
1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
 2. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
 3. any BB gun, pellet gun, air/C'02 gun, blow gun, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, personal self-defense stun guns that do not fit with the preceding definition shall not be deemed to be a weapon for the purposes of this policy;
 4. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
 5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
 6. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
 7. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of gravity or by an outward, downward or centrifugal thrust or movement;
 8. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
 9. any martial arts weapon such as nunchucks or throwing stars;
 10. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or
 11. any other dangerous or deadly weapon or instrument of like character.
- B. The term "handgun" means:
1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or



2. any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.
- C. The term “firearm” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.
 - D. The phrase “adequate security measures” means the use of electronic equipment and armed personnel at public entrances to detect and restrict the carrying of any weapons into the University building, or any public area thereof, including, but not limited to, metal detectors, metal detector wands or any other equipment used for similar purposes to ensure that weapons are not permitted to be carried into such building or public area by members of the public. Adequate security measures for storing and securing lawfully carried weapons, including, but not limited to, the use of gun lockers or other similar storage options may be provided at public entrances.
 - E. “Public area” means any portion of a University building that is open to and accessible by the public or which is otherwise designated as a public area by the board.
 - F. “Concealed” means completely hidden from view and does not reveal the weapon in any way, shape, or form.
 - G. “Approved storage device” should (a) be of a sufficient size to fully enclose the handgun while secured in an approved holster, (b) constructed of sturdy materials that are non- flammable, (c) have a combination, digital or other secure locking device that can only be unlocked by the individual using the storage device but devices secured exclusively with a key lock are prohibited, and (d) constructed specifically for the storage of a handgun and/or ammunition.

V. Procedures

- A. Individuals lawfully possessing a handgun, pursuant to this policy, should keep it completely concealed on or about their person at all times, maintain it within their immediate control and custody and not brandish or intentionally display the handgun except when lawfully using the handgun in self-defense or when to transfer to safe storage. This allows individuals to carry a handgun if it can be carried securely in a briefcase, backpack, purse, handbag or other similar personal carrier designed and intended for the carrying of an individual's personal items so long it is within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or placing the carrier next to, or within the immediate reach of, the individual at all times.
- B. Any employee, who is legally qualified, shall not be prohibited from carrying any concealed handgun while performing work for the University, including while in a means of conveyance, except in a campus building that has adequate security measures at all public access entrances to ensure that no weapons are permitted to be carried into such building and the building is conspicuously posted.



- C. Weapons other than concealed handguns, as defined and allowed above, are not permitted on University property unless in the possession of a law enforcement officer, armored car security personnel, or private security pre-approved by the Chief of the University Police Department.
- D. For the purposes of this policy, the term weapons would not include items or materials used in or necessary for the conduct of Board-approved academic programs or University-approved activities or practices. However, the University's Chief of Police should be notified about any such items or materials in advance of their use or presence on campus and mandate specific requirements for the possession, use and storage of such items or materials, including notification of other necessary University personnel.
- E. Handguns carried by individuals, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. Handguns with an external safety must be carried with the safety in the "on" position. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Semiautomatic handguns must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty cylinder.
- F. The concealed carry of a handgun by 1) an individual who is legally qualified to have a handgun and who has been screened in accordance with K.S.A. 75-7c20(d), 2) an employee who is legally qualified to have a handgun, and 3) those individuals identified in paragraph 10, above, is allowed while the individual is located in non-public areas within University buildings that have restricted access entrances that require a key, key card, code, or similar device to ensure only authorized individuals are allowed into those areas. The concealed carry of a handgun by any other individual in such non-public area is prohibited. Non-public areas with University buildings must be specifically approved by the President of the University, or the President's designee, after consultation with the University Chief of Police and the University General Counsel. Each restricted access entrance where concealed carry is prohibited as provided in this paragraph shall be conspicuously posted with appropriate signs indicating that carrying a concealed handgun into that non-public area is prohibited. The signage should be in accordance with rules and regulations adopted by the Kansas Attorney General as described in K.S.A. 75-7c10.
- G. The University Police Department should be notified of a suspected violation of this policy by telephone, electronic mail, in person or in writing. Within a reasonable period of time after receiving such notification, the University Police Department shall investigate the matter and report its factual findings to Human Resources if any employee is involved or the Office of Student Conduct and Community Standards (hereinafter referred to as Student Conduct) if a student is involved. If it is a visitor, the University Police Department shall have the



authority to handle the situation as deemed appropriate. Upon receipt of the factual findings, Human Resources or Student Conduct may conduct an independent investigation to determine if a policy violation has occurred. Any employee or student of the university who violates one or more provisions of this policy shall be subject to discipline in accordance with applicable university codes of conduct. Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

- H. Nothing in this policy is intended to replace municipal, state or federal law regarding weapons, firearms, explosives and other hazardous objects or substances or to be inconsistent with the authority afforded a lawfully commissioned peace officer.
- I. This policy is intended to apply and cover any building or grounds owned by the university or the Board and any building or grounds leased by the university or the Board for university use and located within the State of Kansas. Buildings and land owned by or both owned by and leased to third parties that otherwise might be located on ground owned by the University are not included. This policy may not be applicable on all locations leased by the University if the University is not the sole tenant of the leased property. Leased locations leased and controlled by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise) may choose at their sole discretion to exclude or permit concealed firearms from their premises, notwithstanding a lease with the University so long as the University is not the sole tenant on the leased property.
- J. All University students and employees will be notified concerning this policy prior to the effective date of the policy. This notification will include learning when this policy applies, the availability of any known local or regional firearm safety instruction, how a handgun is carried and stored pursuant to this policy, how to report a suspected violation of this policy, who investigates reports, the potential consequences upon confirmation the policy has been violated and other topics relevant to this policy.

VI. Implementation

This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

Kansas Board of Regents Approval Date: December 14, 2016



11.20 / Space Heaters

Effective: November 1, 2008 Revised February 02, 2021

I. Initiating Authority

- A. The Environmental, Health, and Safety Department serves as the initiating authority along with the Wichita State University Fire Safety Office.

II. Purpose

- A. The purpose of this policy is to inform students and Employees of the general prohibition on the use of portable space heaters and the impact of space heaters on safety and energy management. This policy will reduce the excessive electrical load and potential safety hazards created by unregulated space heaters.
- B. Three significant issues govern the use of space heaters in campus buildings – fire safety, electrical loads, and energy efficiency.
- C. Wichita State University has established heating and cooling season building temperature policies, set forth in University policy [11.27 HVAC Systems Standards](#). These seasonal temperature settings are intended to provide comfort conditions in support of the University's educational mission while advancing WSU's energy-conservation goals.
- D. Residence Halls have a separate heating and cooling temperature setting for student comfort while residing in the Residence Halls.
- E. Portable space heaters pose serious fire, safety, and electrical hazards.
- F. Portable space heaters are generally prohibited in campus buildings, including Residence Halls, because they can create system imbalances, overload building electrical circuits, and use a significant amount of energy. This environmentally responsible policy helps the University maintain sustainable practices through reduced energy consumption.

III. Policy

- A. The use of portable space heaters is prohibited except where it is determined by Facilities Services that the building HVAC system cannot maintain the University approved temperature set point range in any given University building or a specific area within a building.
- B. Most occupants who are dressed properly for the season will be comfortable in University buildings. However, if anyone believes the temperature of their work area is outside the set temperature points, they can request that Facilities Services review the temperature settings and test the air temperature in the effected space.



- C. Portable space heaters are prohibited in any Residence Hall room or common areas pursuant to the [Housing and Residential Life Handbook](#) unless the housing staff determines that the Residence Hall room cannot maintain the approved temperature for the Residence Hall.

IV. Definitions

- A. For the purpose of this policy only, the following definitions shall apply:
 1. **Employee:** An individual who provides services to the University on a regular basis in exchange for compensation and receives a W-2 for such services. This includes temporary and part-time Employees.
 2. **Residence Halls:** Shocker Hall, the Suites, and the Flats.
 3. **University:** Wichita State University and its controlled affiliate organizations.

V. Administrative Procedure

- A. Students who believe the temperature of their Residence Hall room or any common area is outside the temperature setting points must contact Housing and Residence Life to report the temperature variance through a [maintenance request](#).
- B. Employees that believe their work area is not within the appropriate temperature point for the season must contact Facilities Services Work Order Center through a [work order request](#). Employees may also call (316) 978-3444 for assistance or questions on the work order request.
 1. Facilities Services will test the temperature in any work area to determine if the temperature is within limits set for the season.
 2. Only if the temperature is outside the temperature for the season and cannot be adjusted will Facilities Services issue an approved space heater for temporary use in the work area.
 - a. In order to ensure that all space heaters meet current safety guidelines, Facilities Services has approved a specific radiant heater for use.
 - b. Facilities Services will review the area and do an electrical assessment to determine the best location and appropriate plugin for the approved space heater.
 - c. Unapproved department owned space heaters should be turned into Facilities Services or disposed of.
 - d. Any unapproved privately owned space heater must be removed from the University.
 3. Once an approved space heater is issued, the Employee must comply with the following safety and care instructions:
 - a. The heater shall only be used in the approved area and plugged directly into the outlet approved during the electrical assessment.
 - b. Never plug the heater into an extension cord, power strip or multi-plug adapter.



- c. The heater shall be turned off and unplugged when the Employee leaves their office or work space, and should never be left operating unattended.
 - d. Maintain a clear radius of three feet around the heater.
 - e. If the heater or the electrical cord are damaged the unit must be unplugged and removed from service immediately.
4. If at any time the temperature in the office or work space in which an approved space heater was authorized is restored, the space heater shall no longer be authorized and shall be returned to Facilities Services.
5. Environment Health and Safety and the University Fire Safety Office will enforce this policy.
6. The University may take disciplinary action against Employees who demonstrate continued disregard for Fire and Life Safety codes by using unauthorized space heaters.
7. Students who have a prohibited space heater in any Residence Hall may face student conduct proceedings.

VI. Applicable Laws and Additional Resources

- A. K.S.A 31-132 et seq., Fire Protection
- B. K.A.R. 22-1-1 et seq., Kansas Fire Prevention Code—State Fire Marshal Administrative Regulations
- C. National Fire Protection Association (NFPA) Code 11.5.3 (Portable Electric Heater)
- D. University Policy 11.27 / HVAC System Standards
- E. Housing and Residential Life Handbook, page 42 (prohibited appliances).



11.21 / Issuance of No Trespass Notice

Effective: October 31, 2009 | Revised April 13, 2021

I. Initiating Authority

- A. General Counsel serves as the initiating authority. In this capacity, General Counsel is responsible for the development and implementation of policies and procedures for the issuance and enforcement of any Notice of No Trespass issued by the University.

II. Purpose

- A. The University remains committed to safeguarding the people who learn, research, live, work, play, and visit the University campus, ensuring the safe operation of University activities, and protecting University assets. The University may restrict all or part of an individual's access to University Premises upon issuance of a Notice of No Trespass. The purpose of this policy is to set forth the policy and procedure for the issuance of a Notice of No Trespass.

III. Policy

A. Effect of a Notice of No Trespass

A Notice of No Trespass that is properly communicated to a Restricted Person shall serve as an order not to enter or to be prohibited from remaining on such University Premises. As recognized in K.S.A. 21-5808, violation of such an order could result in a conviction for criminal trespass.

B. When a Notice May Be Issued

The University may issue a Notice of No Trespass on University Premises to a person who is, has been, or is threatening to be present on University property, and such person has engaged, or is reasonably likely to engage, in:

1. Criminal activity;
2. A violation of University policy and his/her exclusion from University Premises is necessary to prevent harm, property damage or significant disruption; or
3. Conduct that is or may reasonably be deemed to be threatening, disruptive, or violent.



C. Who May Request and/or Authorize a Notice

1. Any employee, student or visitor may request a Notice of No Trespass be issued pursuant to the administrative procedures set forth below.
2. An Authorized University Official may, in his/her sole discretion and without request, authorize a Notice of No Trespass to be issued pursuant to the administrative procedures set forth below.

D. Who Issues a Notice

Once a Notice of No Trespass has been authorized, the Office of the General Counsel shall issue such Notice.

E. Expiration or Cancellation of a Notice of No Trespass

1. All Notices of No Trespass shall expire two (2) years from the date of the Notice unless:
 - a. a shorter or longer period of time is stated in the Notice of No Trespass;
 - b. the Notice of No Trespass is terminated in writing by the University; or
 - c. as ordered or required by law or authority.
2. A Notice of No Trespass shall not exceed two (2) years except where extenuating circumstances warrant a longer period of time.
3. A Notice of No Trespass may be extended upon request and approval, following the same process for the issuance of a Notice of No Trespass.

IV. Definitions

- A. For the purpose of this policy only, the following definitions shall apply:
 1. **Appellate Officer:** The official that receives and reviews any appeals submitted to challenge or modify in whole or in part any Notice of Trespass issued to a Restricted Person, as set forth in this Policy.
 2. **Authorized University Official:** An Authorized University Official shall include:
 - a. WSU President;
 - b. Executive Vice President & Provost;
 - c. Senior Vice President Industry / Defense Programs;
 - d. Vice President for Student Affairs;
 - e. Vice President for Finance and Administration,
 - f. General Counsel; or
 - g. any designee appointed in writing by any Authorized University Official set forth in (1) through (6)
 3. **Business Day:** Every official University workday of the week. These are the days between and including Monday through Friday, and do not



include public holidays, days where the University is officially closed, and weekends.

4. **No Trespass Period:** The period of time stated in the Notice of No Trespass, or if such period is not stated, two years from the date the Notice of No Trespass is received by the Restricted Party.
5. **Request:** The request for Notice of No Trespass made by a Requesting Party pursuant to the procedure set forth in this policy.
6. **Requesting Party:** Any University student, employee, or visitor who submits a request for a Notice of No Trespass.
7. **Restricted Person:** A Restricted Person is:
 - a. any person who has received a Notice of No Trespass from the University; or
 - b. any person for whom a Notice of No Trespass is being requested to be served upon.
8. **Reviewing Office:** The Reviewing Office is the division and/or office that receives, reviews, and makes a recommendation for a Notice of No Trespass be issued.
9. **University:** Wichita State University.
10. **University Premises:** University Premises includes University owned land, buildings and vehicles; buildings and land leased by the University from an affiliated corporation or a third party; and any other property controlled by the University that is set forth by agreement that the University may restrict access. University Premises may change from time to time, but they are designated annually in the University's Annual Security Report and on its website here.

V. Administrative Procedure

A. Notice of No Trespass Directed by an Authorized University Official

1. An Authorized University Official may, in his/her sole discretion, direct the Office of General Counsel to issue a Notice of No Trespass in the event the Authorized University Official reasonably believes that the requirements set forth in section III.B (When a Notice May be Issued) have been met.
2. All Notices of No Trespass issued pursuant to this section by an Authorized University Official shall be issued pursuant to section V.G. (Issuance of Notice of No Trespass) and may be appealable pursuant to section V.D. (Appeal of Notice of No Trespass).

B. Notice of No Trespass Requested by a Requesting Party

1. **Requesting a No Trespass Order**



A Requesting Party may request a Notice of No Trespass be issued to any person by completing the [Notice of No-Trespass Request Form](#) available online or by sending the following information by e-mail to the [Office of General Counsel](#):

- a. First and Last Name of the Requesting Party;
- b. Contact information of the Requesting Party, including valid telephone and e-mail address;
- c. First and Last Name of the Restricted Person;
- d. Status of the Restricted Person (student, employee, vendor, visitor);
- e. Address of the Restricted Person, if known;
- f. Date of birth of the Restricted Person, if known;
- g. The names of any student, employee, or department who should receive a copy of the Notice of No Trespass;
- h. Requested length of the No Trespass restriction;
- i. Reason for requested length of time for No Trespass restriction;
- j. Statement of alleged behavior and/or conduct by Restricted Person that warrants a Notice of No Trespass; and
- k. Description of relationship between the Requesting Party and the Restricted Person (friends, strangers, current/former spouse, relative, etc.)

2. Initial Review of Request from Requesting Party

- a. The Office of the General Counsel shall receive the Request and shall, based on the status of the Restricted Person and subject to subsection V.B.2.b. below, forward the Request for review to the head of the following Reviewing Divisions / Offices:
 - i. If the Restricted Person is a student — to the Division of Student Affairs;
 - ii. If the Restricted Person is an employee — to the Office of Human Resources;
 - iii. If the Restricted Person is a vendor — to the Division of Finance and Administration;
 - iv. If the Restricted Person is a visitor — to the Office of Academic Affairs; and
 - v. If the Restricted Person's status is not identified or does not meet any of the categories noted above — to the Office of the General Counsel.
- b. If, however, the Requesting Party is a student, the Request shall be forwarded to the Office of Student Conduct and Community Standards (SCCS) for handling. SCCS shall provide notification of



the Request to the appropriate Reviewing Office set forth above based on the status of the Restricted Party.

3. Review by the Reviewing Office

- a. Upon receipt of the Request, the Reviewing Office shall review the Request to determine if more information is needed from the Requesting Party. If such additional information is needed, the Reviewing Office shall make reasonable effort to contact the Requesting Party, or any other University employee or student as deemed necessary, and obtain the additional information.
- b. If additional information is requested by the Reviewing Office, but not provided by the Requesting Party, the Request may be closed without further action.

4. Request for Notice of No Trespass by the Reviewing Office

The Reviewing Office shall request a Notice of No Trespass be issued by the Office of General Counsel if the Reviewing Office has determined, based on reasonable review and determination, that the requirements set forth in section III.B (When a Notice May be Issued) have been met.

C. Issuance of Notice of No Trespass

1. Upon receipt of a directive from an Authorized University Official to issue a Notice of No Trespass, or upon request from a Reviewing Office to issue a Notice of No Trespass, the Office of General Counsel shall issue a Notice of No Trespass to the Restricted Person by personal communication. This may include, but not be limited to, personal delivery, personal service by University Police Department or law enforcement, or restricted delivery mail with a copy also sent by first class mail.
2. A copy of the Notice of No Trespass shall be provided to the University Police Department, all persons and departments believed to be impacted by the Notice of No Trespass, and all persons identified in the Request, unless otherwise deemed unnecessary by the Office of the General Counsel.

D. Appeal of Notice of No Trespass

1. Right to Appeal

A Restricted Person may appeal the issuance of a Notice of No Trespass, and a Requesting Party may appeal the University's decision to deny a Request. No one other than a Restricted Person or a Requesting Party may appeal the University's decision regarding a Notice of No Trespass.

2. Deadline to Appeal

A Restricted Person may submit an appeal within thirty (30) calendar days from the date in which the Notice of No Trespass is delivered to the



Restricted Person. "Delivery" shall be deemed to have occurred upon proof of receipt of Notice of No Trespass or, if mailed, upon proof of mailing by restricted delivery mail with a copy delivered through first class mail. A Requesting Party may submit an appeal within thirty (30) days from the date in which the University denies any Request.

3. Where to Appeal

The appeal must be sent to the appropriate Appellate Officer as designated below, with a copy to the appropriate Reviewing Office and to the Office of General Counsel.

- a. The Appellate Officer shall be the Executive Vice President & Provost, or his or her designee, for all appeals made by a Restricted Person or a Requesting Party who is current WSU student; and
- b. The Appellate Officer shall be the Vice President Finance and Administration, or his or her designee, for all other appeals made by any other Restricted Persons or Requesting Parties.

4. Content of Appeal

The appeal must be made in writing and must state the grounds for appeal and include all information and evidence to support the basis of the appeal.

5. Grounds for Appeal

An appeal may be made only on the grounds set forth in this section 5. Disappointment or disagreement with the decision regarding the Notice of No Trespass is not sufficient grounds for appeal. The following circumstances are the sole grounds for appeal:

- a. The decision to issue (or not issue) a Notice of No Trespass was clearly erroneous because the evidence and information considered did not support the decision and a mistake has been committed;
- b. The Notice of No Trespass was issued in a manner not consistent the procedures set forth in this policy; and
- c. Material facts and/or evidence was not considered at the time of the Notice of No Trespass due to no fault of the Requesting Party and such facts/evidence hold sufficient weight and significance to be considered on appeal.



6. Decision on Appeal

- a. The Appellate Officer may, based on the review of the Request, the appeal, and any supplemental relevant information provided by the appealing party, do the following:
 - i. Dismiss the appeal and affirm the decision of the Authorized University Official or the Reviewing Office (as applicable);
 - ii. Revoke and/or authorize the issuance of the Notice of No Trespass (as applicable);
 - iii. Modify the scope, terms or length of time of the Notice of No Trespass; or
 - iv. Allow the appeal to expire without further action.

2. Notice of Appeal Decision

- a. The Appellate Officer shall have thirty (30) business days to issue a decision on the appeal. If a decision is not issued within the thirty (30) business day deadline, the appeal shall be escalated to the President of the University. The Appellate Officer is expected, and shall make every effort, to issue a decision on appeal. Escalation to the Presidents' office for review, should only occur where circumstances existed that unduly delayed or prevented the Appellate Officer to issue a decision on appeal within the 30-business day deadline. The President then has fifteen (15) business days to issue decision on appeal. If no decision is issued by the forty-fifth (45) business day, the appeal shall be approved.
- b. Except in the event of an expiration without further action, written notice of the appeal decision shall be delivered to the Requesting Party and the Restricted Person. Delivery may occur by personal delivery, personal service by University Police Department or law enforcement, or restricted delivery mail with a copy also sent by first class mail.
- c. The appeal determination, whether by action or inaction, is the final decision of the University and not subject to further appeal.

E. Dismissal or Modification of the Notice of No Trespass

1. An Authorized University Official may, at any time during the pendency of the No Trespass Period, dismiss or modify a Notice of No Trespass if, in the University's sole discretion, dismissal or modification of the Notice of No Trespass is in the best interest of the University or the Requesting Party and such dismissal or modification would not likely result in any threat of harm or damage to any person or property.



2. If the University modifies or terminates the Notice of No Trespass, the University shall provide written notice of such action to the Requesting Party and the Restricted Party. Delivery of such written notice may occur by personal delivery, personal service by University Police Department or law enforcement, or restricted delivery mail with a copy also sent by first class mail.
3. Modifications and terminations of a Notice of No Trespass issued pursuant to this section may be appealed pursuant to section V.D. (Appeal of Notice of No Trespass).

F. Recordkeeping

1. All Notices of No Trespass shall be maintained by the University Police Department and Office of General Counsel. If the Restricted Party is a student, the Notice of No Trespass and all related documents shall also be maintained in the Maxient system or other designated student complaint system. If the Restricted Party is an employee, the Notice of No Trespass shall be maintained in the employee's employment file.
2. All records shall be maintained for two (2) years after the expiration or termination of a Notice of No Trespass.

VI. Applicable Laws and Additional Resources

- A. A K.S.A. 21-5808: Criminal Trespass

11.22 / Political Activities and Campus Facilities

Effective: July 01, 2010 Revised January 20, 2018

I. Purpose

The purpose of this statement is to set forth University policy with regard to the use of campus facilities for political purposes.

II. Preamble

Wichita State University is committed to the free expression of political views by members of the campus community and to the value of discourse and debate as an important part of the education experience. Concurrently, Wichita State University must comply with provisions governing its tax exempt status as a state educational institution of Kansas, policies of the Kansas Board of Regents and maintain neutrality with regard to politics and political campaigns.

III. Policy

- A. Campus facilities and grounds shall not be made available for campaigning, electioneering or fundraising events for any candidate for political office, party committee or political committee.
- B. Political office holders and candidates may not be introduced or recognized on campus unless they are attending a campus event. (This includes meetings exclusively sponsored by students for their own political education.)
- C. Politicians and/or political parties may hold meetings, including partisan political gatherings in University facilities provided that:
 - There is no interference with regularly scheduled functions or activities of the University;
 - There is no filming, video taping or other production of partisan political advertisements;
 - Students are permitted to hear speakers without charge; and
 - All financial arrangements required for use of the facility have been arranged and paid for in advance.
- D. The distribution of handbills or political leafleting is subject to the requirements of Section 11.12, [Use of University Campus for First Amendment Activities](#).
- E. Student organizations may sponsor an event which involves candidates for political office for educational purposes as long as all candidates for the respective political office, are given an opportunity to be present and provide information on a neutral and non-partisan basis. Such events must be open to the public.



- F. Student organizations may advocate publicly a position on a political issue, provided the organization clearly identifies itself as a student organization and communicates in any public statement that it does not represent or speak on behalf of the University.
- G. Students, faculty and staff may engage freely in comment on political issues or public policy as individual citizens, provided they clearly identify that the opinions expressed are their own and do not represent the official position of Wichita State University.
- H. Use of the University's name, letterhead, logo, trademarks and/or resources (including University computing and information technology resources) for partisan electoral purposes such as solicitation of funds or other contributions in support of a political party or candidates, endorsement of candidates for public office, or advocating a position with regard to a public issue (other than an authorized spokesperson on behalf of the University) is strictly prohibited.
- I. It is recognized that political office holders and candidates may contribute greatly to the education of students and said individuals may be requested to provide classroom instruction. Faculty should be vigilant of the need for neutrality and fairness in seeking classroom visitors.

IV. Implementation

This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

(See also Section 3.17, [Political Activity](#), of this manual)



11.23 / Animals on Campus

Effective: August 01, 2010

I. Purpose

The purpose of this statement is to set forth University policy with regard to animals on campus.

II. Preamble

The University has the responsibility to provide a safe and healthy learning environment. The uncontrolled and unsupervised presence of domestic animals on campus compromises that environment. This policy is intended to provide guidance regarding the presence of such animals on the campus of Wichita State University, including the West Campus, South Campus, Old Town and Hughes Metropolitan Complex.

III. Policy

- A. All domestic animals on University property, including athletic fields, playing fields and intramural areas, must be leashed and under personal control of the owner at all times. Animals are not to be tied to or secured to trees, posts, shrubs and/or left unattended. Each owner is responsible for his/her animal, including clean-up.
- B. To protect public health and safety, animals are not permitted in University buildings, subject to the following exceptions:
 1. Animals qualified as guide dogs, service dogs, assistance dogs or professional therapy dogs pursuant to the requirements of Article 11 of Chapter 39 of the Kansas Statutes Annotated;
 2. Animals used for authorized research projects or experiments;
 3. Animals used as part of an academic program; and/or
 4. Animals kept and maintained by the President in the President's personal residence on campus.
- C. All animals on campus must have current vaccinations evidenced by a tag on the animal or a vaccination certificate in the immediate possession of the owner.
- D. A control agency will be called to remove and impound unattended or at-large animals.

IV. Implementation

This policy shall be included in the *WSU Policies and Procedures Manual* and shall be shared with appropriate constituencies of the University.



WICHITA STATE
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The Vice President for Finance and Administration shall have primary responsibility for publication, dissemination and implementation of this University policy.



11.24 / Architectural and Engineering Services

Effective: July 01, 1997 Revised: December 09, 2016

I. Purpose

The purpose of this statement is to set forth University policy with regard to the coordination and contracting for professional planning and design architectural and/or engineering services.

II. Preamble

It is necessary and appropriate that guidance be provided with regard to the utilization of professional services for construction projects on the University campus.

III. Policy

- A. All professional planning and design architectural and/or engineering services for construction projects must be coordinated and arranged for by the Office of Facilities Planning with the approval of the Vice President for Finance and Administration.
- B. An on-call architect cannot be used if the construction cost for the architectural project exceeds \$1,000,000.
- C. An on-call engineer cannot be used if the construction cost for the engineering project exceeds \$1,000,000.

IV. Implementation

This policy shall be included in the *WSU Policies and Procedures Manual* and shall be shared with appropriate constituencies of the University.

The Vice President for Finance and Administration shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date

February 14, 2014



11.27 / HVAC Systems Standards

Effective: December 10, 2018

I. Purpose

As the number of campus facilities Wichita State University continue to grow and expand, it is important that efforts are made to minimize environmental impacts and maximize opportunities for efficiency. The following HVAC System Standards are being implemented at WSU in order to provide adequate energy resources to maintain normal campus activities and to encourage the university community to use energy more efficiently.

II. Applicability

This policy applies to all facilities owned by WSU, occupied by WSU pursuant to a lease or occupancy agreement, or operated by WSU ("WSU Facilities"), however it is recognized that each location may have unique factors, which could necessitate alternate actions as determined by the WSU Facilities Services department.

III. Policy Statement

Unless otherwise directed by Facilities Services or senior management, the following set points shall be administered:

A. Thermostat Set Points

The Energy Management System (EMS) team within the WSU Facilities Services department monitors and maintains the temperatures in most WSU Facilities via electronic HVAC control systems. This gives the Facilities Services staff the ability to see real-time temperature data, make adjustments and often to address HVAC equipment or temperature issues before they are noticed by WSU Facilities occupants. In most cases, Facilities Services schedules night and weekend temperature setbacks in WSU Facilities during unoccupied hours in order to reduce energy consumption during low-demand periods. The temperature set points fall within the range suggested by the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) based on the average relative humidity for our area. The temperature of each classroom or office is measured at the calibrated wall thermostat.



B. Seasonal Temperature Policy

1. Heating Season

Winter heating temperatures will be set at a maximum range of 68°F during occupied hours and maintained above 67°F. The temperature will be set back to 60°F during unoccupied hours.

2. Cooling Season

Summer thermostat settings will be set at a minimum range of 76°F during occupied hours and maintained below 78°F. Temperatures will be set up to 80-85°F during unoccupied hours. Occupants in WSU Facilities with authorized window air conditioners shall set daytime temperatures to 76°F and turn units up or off when leaving at the end of the day.

C. Reporting Temperature Variances

Areas that are either too hot or too cold should be reported as soon as possible to Facilities Services by [placing a work order request online](#) so the concern can be addressed. Consideration will be given to all circumstances, including but not limited to whether the temperature falls within the accepted range for occupancy and whether the room is being used in a manner for which it was designed.

D. Facility Scheduling

Every attempt will be made to accommodate special events, class schedule changes and other changes to the HVAC system occupancy schedules when requested.

1. Classroom Scheduling

It is expected that energy efficiency and energy cost savings are also taken into consideration when scheduling classes and other activities.

2. Temporary Adjustments for Special Events

Normal hours of operation for most campus office and administrative areas are 6:00 AM to 6:00 PM Monday through Friday, closed on the weekends. Anyone needing changes to the heating and cooling schedule outside of normal hours of operation should submit a work order to Facilities Services prior to the event (two weeks notification encouraged) with 24 hours notification required for weekday schedules. Requests for



changes to the weekend schedule must be received by 8:00 AM the prior Friday.

E. Closure

During periods when normal campus operations are suspended (e.g. winter break, Thanksgiving break, etc.) Facilities Services may conduct a “hard shut down” of select University Facilities. Normal operating temperatures will be maintained in exempt areas such as research labs, IT, etc. The following actions will be taken by Facilities Services as part of this procedure:

1. Building Temperature

During the winter heating season, space temperatures will be allowed to drop to the established unoccupied set point. During the summer cooling season, space temperatures will be allowed to rise to the unoccupied set point. Only specific, documented temperature requirements in exempt areas may supersede the unoccupied limits.

2. Lighting

Facilities Services may be directed to turn off WSU Facilities lights entirely or dim them to the lowest level required for safety purposes.

3. Personal Appliances and Office Equipment

Office equipment (except for computers) and authorized personal appliances (e.g. window air conditioning units, televisions, printers, coffee makers, etc.) must be unplugged by occupants before leaving for break. Refrigerators will be allowed to remain running for food safety and sanitary purposes. Facilities Services is authorized to unplug any items if occupants fail to do so.

F. Auxiliary Heating and Cooling Mechanisms

Space heaters and personal air conditioning units are not allowed on campus due to their excessive energy consumption and the hazards they could pose. Unauthorized space heaters violate fire code. Please refer to [WSU Policy 11.20 / Space Heaters](#) for more information on the use of space heaters.

G. Ventilation

Exterior doors are designed to be kept closed at all times in order to maintain proper temperature set points and pressure balances. Operable windows in



many cases are the source of cold and hot conditions within spaces, especially while left open and unattended. Furnishings shall not block and vents or heating elements. Devices that emit hot or cooled air (such as copiers, refrigerators, coffee pots, etc.) cannot be placed near thermostats.

H. Fume Hoods

Fume hoods should be operated in a manner that reduces energy consumption while following all safety guidelines. Sashes must be closed to the lowest safe level when fume hoods are in use and closed completely whenever workstations are unoccupied. Fume hood adjustment issues or operational failures should be reported immediately to Facilities Services at 316-978-3444.



11.28 / Use of State Lands

Effective: February 10, 2020

I. Purpose

Wichita State University (“University”) promotes an open and transparent process in the development, design, construction, and improvement of University Land. The University adheres to all state and federal laws and Kansas Board of Regents policies in such projects. In addition to these laws and policies, the University deems it in the best interest of the University to require assurances from third parties as set forth in this policy.

II. Definitions

For the purpose of this policy only, the following definitions shall apply:

- A. **Affiliated Entity.** “Affiliated Entity” shall mean Wichita State Innovation Alliance, Inc.
- B. **Assurances.** “Assurances” shall mean a notarized statement, published advertisement, or a copy of a written communication, such as an e-mail or letter.
- C. **Land Beneficiary.** A “Land Beneficiary” shall mean any individual, corporation, organization or entity (including any Affiliated Entity) who is a party to a Lease Agreement. For purposes of this policy, the University is excluded from the definition of a “Land Beneficiary.”
- D. **Lease Agreement.** A “Lease Agreement” shall mean a land lease for any University Land.
- E. **University Land.** Any real property owned or controlled by the University or an Affiliated Entity.

III. Policy Statement

Land Beneficiaries shall provide to the University Chief Financial Officer and General Counsel, as a condition to any Lease Agreement, Assurances that more than one individual, corporation, organization or entity was provided an opportunity to perform design, development, or construction work on the University Land that is subject to the Lease Agreement. This policy shall not be applied retroactively to any Lease Agreement executed or approved by the Kansas Board of Regents prior to the effective date of this policy.