

Guidelines for Campus Demonstrations

The University of Denver is an institution of higher learning, whose primary focus is to provide education and training for its student community. As with any institution of higher learning, the university has established policies and procedures to safeguard the educational process, protect individual and institutional rights and property, and ensure the safety of all members of the university community. **The University reserves the right to regulate time, place, and manner to ensure that the institutional mission and daily functions are not compromised.**

The University is a proponent of “Freedom of Speech”, and encourages dialogue and differences of opinions and views among its community. Any recognized university organization or individuals sponsored by a department may hold a demonstration on campus. The following guidelines must be adhered to for a demonstration to occur on campus.

1. **LOCATION:** Driscoll Lawn is the recommended venue for demonstrations and protests. The use of this venue or other venues may be reserved through the Director of the Driscoll Center’s Office. These spaces are made available to the campus community on a first-come, first-serve basis. During certain campus-wide events (including but not necessarily limited to Homecoming and Commencement), the area for which demonstrations are recommended may be moved north to the Ritchie Center Lawn in front of the Coors Fitness Center or to another location to avoid congestion on Driscoll Lawn.
2. **APPROVAL PROCEDURES:**
 - A. **TIMELINE:** Representatives of the sponsoring department or organization wishing to stage a demonstration will complete an Application Form for Demonstration, Rallies or Picketing at least **two (2) business days before** the event. (Forms are located in the Campus Life Office)
 - B. The location needs to be reserved with the Driscoll Center Office. The Driscoll Center staff will check on the availability of the venue requested, and will determine whether any clearances need to be acquired. (Driscoll Center office is located in Driscoll North) Such clearances could include, for example, securing the signature of the Department of Campus Safety, or granting an exception to the amplification regulations etc.
 - C. **STUDENTS:** All student organizations will attend a meeting with the Director of Campus Activities or designee so that expectations, rights and responsibilities are mutually understood. (The Director is located in the Campus Life Office)
 - D. **FACULTY/STAFF DEPARTMENTS:** Department sponsored representatives will meet with the Director of Campus Safety or designee so that expectations, rights and responsibilities are mutually understood.
3. **EXPECTATIONS OF SPONSORING ORGANIZATION:** The sponsoring organization is responsible for the behavior of the organization's members, guests from off campus, and for any financial expenses that may be incurred as a result of the event. The sponsoring organization must have a representative present at the event throughout the event’s duration. The organization must inform its members and guests of the University’s expectations and consequences for failure to adhere to these expectations.
4. **CAMPUS SAFETY INVOLVEMENT:** University personnel (Department of Campus Safety or Division of Student Life) will be present at the event to ensure that the organizers' rights are being protected. Therefore, organizers must include DCS in the initial planning stages so that potential security problems are identified and solutions are recommended. When warranted, dedicated Safety or Police personnel may be required to be present at the event to serve as a deterrent and provide immediate response to an emergency, i.e., attendance, publicity, controversy, and/or high profile/V.I.P. Depending on the circumstances surrounding the event, supplemental security may result in an additional cost to the organizer. If notification is less than 3 business days, then a greater cost for security may be incurred.
5. Behavior that disrupts the normal functions of the University, threats to persons or property, and physical or verbal violence will not be tolerated. Event sponsors will be held accountable for any such behavior.

Events may not be advertised on University property until the organization or sponsoring department’s Application Form for Demonstrations, Rallies or Picketing has been approved.

University of Denver

Application Form for Demonstrations, Rallies or Picketing

The University of Denver is an institution of higher learning, whose primary focus is to provide education and training for its student community. As with any institution of higher learning, the university has established policies and procedures to safeguard the educational process, protect individual and institutional rights and property, and ensure the safety of all members of the university community. The University is a proponent of "Freedom of Speech", and encourages dialogue and differences of opinions and views among its community.

Procedures

Please refer to the *Guidelines for Campus Demonstrations*.

**This form must be completed and returned to the appropriate approving department
no later than two (2) business days before the event is to occur:**

Student Organizations: Campus Life

University Departments: Campus Safety

General Information

Sponsoring organization: _____ Today's Date: _____

Event Contact Name: _____ Phone _____ E-mail _____

Sponsor Type (Circle): University Department Student Organization

Purpose of Event: _____

Date of Event: _____ Times (from/to): _____

Exact Location of Event (Include alternate if applicable): _____

How will this event be advertised? _____

Detail whether or not you will use placards, banners or some other form of informational format to state your cause:

Anticipated Attendance: _____ Are you expecting off-campus guest at this event: Yes _____ No _____

Notifications and Review Approval: (for office use only)

The organization is responsible for receiving the approving signature, and then returning the form to either Campus Safety (University Departments) or Campus Life (Student Organizations) for final approval.

The following departments must sign below for the event to be approved:

- | | |
|--|---|
| <input type="checkbox"/> Chancellor's office _____ | <input type="checkbox"/> Student Activity Office _____ |
| <input type="checkbox"/> Office of Communications (Public Relations) _____ | <input type="checkbox"/> Denver Police (FYI Only) _____ |
| <input type="checkbox"/> Risk Management _____ | <input type="checkbox"/> Driscoll Center Director _____ |
| <input type="checkbox"/> Facilities Management _____ | <input type="checkbox"/> University Counsel: _____ |
| <input type="checkbox"/> Campus Safety _____ | <input type="checkbox"/> FINAL APPROVAL: _____ |

DATE: _____

Campus Safety Evaluation/recommendations: _____

Acknowledgment of Recommendations:

Yes I /we have read and agree to follow the Guidelines for Campus Demonstrations, and I/we accept the recommendations and authorize you to schedule supplemental security accordingly. Please check the method of payment:

- Check enclosed
 Bill to budget# _____

Signature of Authorized Representative: _____ Date: _____

OR

No I/we have read and agree to follow the Guidelines for Campus Demonstrations, but I/we do not accept the recommendations above. I/we accept all responsibility for all consequences resulting from the conduct at this event.

Signature of Authorized Representative: _____ Date: _____

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