



UNIVERSITY of
DENVER

DU On-campus Student Demonstrations, Rallies & Protests (DRP) Guide

Developed by working group led by Campus Life & Inclusive Excellence (CLIE)

CONTEXT

The University of Denver strives to be a great private university dedicated to the public good.

It exists at a dynamic intersection of competing stakeholder and societal interests and obligations.

As a large and complex organization with a defined function and legal responsibilities, the University has established policies and procedures to safeguard its educational and larger operational processes, to protect individual and institutional rights and property, and to ensure the safety of all members of the University community. To those ends, and as a private land owner, the University reserves the right to regulate time, place, and manner of campus activities to ensure that the institutional mission, daily functions, and safety are not compromised.

And, as an educational institution, we are fundamentally committed to the benefits of the robust engagement of a range of facts and information, and of diverse experiences and opinions, through varied modes of inquiry and expression. We recognize and value the difficult tensions between the long tradition of academic *freedom*, and the larger free thought and speech *rights*, **and** the personal and social *responsibilities* we all hold when exercising them.

Other documents, such as the forthcoming statement from the DU Faculty Senate's Ad Hoc Committee for Freedom of Expression, speak in more detail about the University's unique opportunities and challenges at this crossroads.

GOAL

Therefore, the University has established the following **INITIAL framework for on-campus, student demonstrations, rallies and protests on campus**, seeking to balance the rights and the responsibilities of all involved.

ALL campus events and activities are governed by relevant campus policies, procedures, and the University officials charged with upholding and enforcing them. In most ways, demonstrations, rallies and protests are like any other campus event, and will be handled as such. Below, we have highlighted event coordination considerations that are of particular relevance for demonstrations, rallies and protests, as a framework for organizers. But, this is NOT a comprehensive list of all expectations or resources. (Some such other resources are referenced below.)

ORGANIZERS

There may be multiple groups and individuals sponsoring and organizing events, some of whom may be more or less involved and/or present at the event itself. **To ensure clear lines of communication between organizers and the University, the organizers will designate a single, specific Contact Person for the demonstration.** The person must be:

- a current DU affiliate (student, staff and/or faculty);
- present and contactable through the *entire* event (including set-up and breakdown);
- knowledgeable about all aspects of the event planning and implementation; and
- have authority to speak on behalf of the event organizers, if not to make decisions for the event.

Similarly, **the University will designate a specific Staff Liaison for the event**, *in addition to* any Campus Safety or other service providers present. The Liaison will also be present for the duration of the event, and is the organizers' point of contact for questions or concerns.

The event Contact Person, DU Staff Liaison, and other key representatives will meet in advance of the event for an OPERATIONS PRE-MEETING. (Ideally this will occur well before, and at least two business days before, the planned event date.) While there is no formal approval process for demonstrations, rallies and protests (vs other campus events), the Pre-Meeting allows everyone to make introductions, exchange contact information, review details of the event, and discuss mutual expectations and boundaries for safety for everyone involved and logistical considerations.

The DU Staff Liaison can also organize a *post-event Debrief Meeting*, to allow key players to discuss how the event went, process improvements for the future, etc. (As with the Pre-Meeting, this would *not* be about the content of the demonstration, but the event process itself.)

Even with these resources, **it remains the responsibility of the event organizers to make all necessary arrangements for the event, and to ensure that participants are aware of all applicable expectations.** The Staff Liaison and other reps are not responsible for handling event planning or implementation duties for the organizers.

A summary checklist of DRP organizing steps is included in these *Guidelines* as Appendix A.

PARTICIPANTS

Given the nature of demonstrations, rallies and protests, who specifically and how many people will attend can be difficult to anticipate accurately; but smart organizers will plan for who they want (toward event goals), and for various sizes. Who and how many people do you want to attend?

If non-affiliates are invited or expected, organizers should coordinate a check-in process by which non-affiliates are welcomed, informed of behavioral expectations, and indicated in some way to have been informed (eg obvious sticker/nametag/etc). The University does *not* require registering names or other individual information; rather, it can be helpful for everyone to ensure all participants have been made aware of what's expected of them.

If organizers contact **off-campus media**, or anticipate they may be notified, interested or attending, they will give DU MarComm Media Relation a heads up (www.du.edu/marcomm/media-relations), as that office is responsible for engaging media on behalf of the University.

As always:

- DU students, staff, faculty and certain other **affiliates are expected to carry their DU ID cards at all times when on campus**, as proof of their affiliation.
- **DU affiliated individuals, units and organizations are responsible for the actions of their guests.** It is the host's responsibility to inform attendees, especially non-affiliates, of relevant policies and procedures, and to assist University officials in ensuring their cooperation. (Appendix B of these *Guidelines* is a brief handout that you can provide to your guests, overviewing information and expectations. Consider offering it as part of participant check-in described above.)

ACTIVITIES

A specific focus and clear order of action—including clear event kickoff and wrap-up plans—can help best attract and manage participants toward event goals within the necessary University framework. Even if you need to be flexible on some details, knowing who is speaking when and in what order can help you prepare materials, keep the event flowing smoothly, and thereby best engage your participants.

Below are *some* considerations for planning and allowing specific activities as part of your event:

Amplification

- Given its potential for impact on normal campus operations, amplified music/speech (including bullhorns) must be discussed ahead of time; and its use may be amended by University officials if day-of impact is too disruptive.

Maintaining Access

- The University reserves the right to restrict event activities and participants to/from specific indoor and/or outdoor spaces to prevent disruption of other University operations and to ensure public safety.
- Therefore, University officials may place limitations on where groups can congregate or move, such as keeping sidewalks clear, minimum distances from building entrances, etc. These will be discussed at the Pre-Meeting, but may be amended if day-of impact demands.
- Events, activities and/or participants that disrupt University operations, or that violate policies or official instructions may be moved, ended, removed from campus, etc.
- Groups may not block the flow of traffic along walkways, streets, hallways, or access to building entrances. *When outside*, this includes remaining at least 100 feet away from doors to ensure everyone has safe entry and exit of buildings.

At all times **DU is a weapons-, smoke-, and marijuana-free campus. Use of drones and other automated aircraft is largely prohibited.** Check www.du.edu/campussafety/policies and [www.du.edu/bfa/media/documents/policy/Smoke Free Policy.pdf](http://www.du.edu/bfa/media/documents/policy/Smoke_Free_Policy.pdf) for other applicable policies and related resources.

LOCATION & LOGISTICS

As is expected of all campus events, **organizers should secure a campus location in advance** using existing reservation systems. (Keep in mind that requesting a space is not securing it; the reservation must be accepted and confirmed.) This is largely to ensure that you do not interfere with others' planned use, or they, yours.

For its central location, easy access, high visibility, participant capacity, and relatively fewer restrictions (vs indoor and other outdoor locations), **the Driscoll Green (north) is the suggested venue for on-campus demonstrations, rallies and protests**. As for any other event, the Green must be reserved in advance (via Live25 online system or the Driscoll Center reservations office: www.du.edu/studentlife/driscoll/events); and its use comes with certain agreements by all involved.

For events that will use or occur on city sidewalks or streets adjacent to the DU campus, organizers must make appropriate permit arrangements with the City and County of Denver (www.denvergov.org/content/denvergov/en/transportation-mobility/services/special-events.html), and adhere to applicable ordinances.

Organizers should consider food/water, bathrooms, parking, sales/vending, amplification, etc. The Driscoll Events webpage (above) provides links to other event planning guides that will be useful in preparing various other logistics, offering relevant regulations and resources for each.

QUESTIONS?

For additional information, follow referenced links above, and/or contact Campus Life and Inclusive Excellence, Driscoll North Suite 200, or 303.871.3111.

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APPENDICES follow:

- A. DU On-Campus Student Demonstrations, Rallies & Protest (DRP) Organizing Checklist
- B. DU Campus Visitors' Event Rights & Responsibilities (quarter-sheet handout template)



DU On-Campus *Student* Demonstrations, Rallies & Protest (DRP) Organizing Checklist

This checklist summarizes expectations, best practices and resources more fully detailed in the *DU Student Demonstrations, Rallies & Protests Guidelines* (URL at page bottom).

BEFORE EVENT

- Notify Campus Life & Inclusive Excellence (CLIE) of intended DRP
- Secure an appropriate location through existing reservation systems
- Designate a single specific event Contact Person to be liaison
- Create a specific goal and clear order of action for the event
- Notify DU MarComm Media Relations of possible off-campus media presence/interest
- Have Operations Pre-Meeting with DU Staff Liaison at least two business days before the event
- Make other necessary arrangements for the event, including but not limited to:
 - o bad weather backup location
 - o check-in and R&R notice process for non-affiliates
 - o bathrooms
 - o parking & transit
 - o sales & vending
 - o sound amplification
 - o food & water

AT EVENT

- Contact Person connects with DU Staff Liaison on site, *at least* at the beginning *and* end of event, and as needed throughout
- Ensure participants are aware of applicable expectations (including safety policies)
 - o Consider printing and distributing
- Coordinate with DU Staff Liaison, Campus Safety and other service providers

AFTER EVENT

- Attend possible Post-Event Debrief Meeting with DU Staff Liaison

NOTE:

- All campus events, affiliates and guests are governed by relevant University policies, procedures, and the officials charged with upholding and enforcing them.
- This checklist is **not** a complete list of event planning steps or resources.
- For the full *DU Student Demonstrations, Rallies & Protests Guidelines*, visit www.du.edu/studentlife/driscoll/engage



Campus Visitors' Event Rights & Responsibilities

DU welcomes you to our campus, to participate actively, and to share and learn together!

Recognizing everyone's interest in a safe and positive experience, **we also expect certain levels of respectful behavior from all affiliates and guests.**

Please note the following opportunities and expectations for your time with us:

Relish and Enjoy the campus! YOU CAN...

- Attend open events, including demonstrations, rallies, and protests.
- Share your thoughts and opinions in constructive ways.
- Snap and share pics and videos of public spaces and activities.
- Visit open offices, including Driscoll Student Center (whose bridge crosses Evans Ave), home to many campus services, including the main DU Information Desk.
- Gather information about additional programs, events and resources.
- Expect respect and clear guidelines from University officials during events.

continued on back →→→



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continued on back →→→



Campus Visitors' Event Rights & Responsibilities

Respect and Share the campus! YOU SHOULD...

- Keep sidewalks, ramps, roads, and building entrances clear.
- Use provided trash, recycling and compost bins.
- Know that:
 - DU is smoke- and weapons-free. Smoking/vaping of any kind is limited to public street sidewalks.
 - Marijuana and related materials are entirely prohibited.
 - Alcohol is limited to approved events/locations, and to users of legal age.
 - Use of drones and other automated aircraft is restricted.
 - Your host student, employee and/or organization can be held responsible for your actions.
- Follow the instructions of event hosts, posted signs, and other University officials.

As a private institution, DU reserves the right to restrict event activities and participants to/from specific indoor and/or outdoor spaces, in order to prevent disruption of University operations, to protect individual and institutional rights and property, and to ensure public safety. Off-campus spaces (public sidewalks, streets, and other private property) are subject to Denver city use guidance and enforcement.

In case of emergency, seek a blue-uniformed Campus Safety officer, blue-light phone, or call 303.871.3000



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