

- The candidate is not required to remain behind the information table, but must be within three (3) feet of the table at all times.
- Information tables that include published literature must display a sign or label stating that the views presented in the literature are not necessarily the views of Marquette University (see Literature Distribution Policy).
- On an election day, information tables containing campaign materials or bearing a candidate's name must be set up at least 100 feet from all polling locations.

For All Political Speakers

Student organizations are expected to work closely with the candidates, elected official and/or campaign staff to ensure the event is a collaborative effort between the student organization and the visiting speaker. The student organization shall be solely responsible for making all arrangements with the university for the speaker, including payment of any security, audio-visual or related facility use charges.

Sponsorship of Political Activities During an Election Season

Prior to an election, the Office of Student Development may designate a period of time during which all events that are political in nature must be reviewed and approved by the Office of Student Development before any reservation (tentative or confirmed) can be made by the AMU Event Management office or other campus scheduling officials. Events that are political in nature are defined as any event that features a political candidate as a speaker, panelist, or special guest; promotes the interest of any political campaign; or features an issue-driven speaker or agenda. All approved events must be congruent with the policies, objectives, and mission of the University.

The Office of Student Development will refer potential sponsorship of events related to referenda or other ballot issues to the Office of Public Affairs for review on a case-by-case basis.

Policies and Procedures for the Distribution of Literature, the Sponsorship of Visiting Speakers and Public Performances, and the Screening of Films

As indicated in the university mission statement, Marquette is committed to the unfettered pursuit of truth under the mutually illuminating power of human intelligence and Christian faith. In this context, the university encourages its student organizations to contribute to the role of the university as a forum for intellectual discussion, debate, investigation, and/or artistic expression.

Student organization requests for the distribution of literature, the sponsorship of visiting speakers and public performers and the screening of films will be considered in light of the educational purposes and the Catholic identity of Marquette University. Specific attention, therefore, will be paid to the context and purpose of the proposed material.

The university has final discretion in decisions regarding the distribution of literature, the sponsorship of visiting speakers and public performances, and the screening of films. In keeping with the intellectual imperative of the university and the instructive value of dialogue, educational or artistic merit and a balanced perspective will be the normative bases for decisions. The use of the university as a forum, however, in no way implies university approval or

endorsement of the views expressed by material distributed, by a speaker, in a public performance, or in a film. In those cases where a program, film or printed material is considered to be opposed to the mission of the university, there may be a requirement for the presentation of multiple points of view.

Distribution of Non-Academic Literature

The university provides for the distribution of literature by student organizations. The following guidelines apply:

1. Only members of registered student organizations may distribute literature.
2. Only literature deemed appropriate by the student organization and the university may be distributed.
3. The literature shall clearly identify the student organization responsible for the literature.
4. The material must state that the views presented in the literature are not necessarily those of the university.
5. In order to gain approval, the following information must be provided to the Office of Student Development (AMU 121), not less than five (5) working days in advance of the planned distribution:
 - a. Copy of the material(s) to be distributed
 - b. Proposed facilities to be used for distribution
 - c. The time(s) and date(s) of distribution
 - d. The manner of distribution

After authorization, one copy of the material(s) will be retained for the file in the Office of Student Development. Once material is approved for distribution a stamp of approval must be placed on all materials for distribution.

Speakers, Films, Concerts, and Other Public Performances

Visiting speakers, films, videotapes, concerts, comedians and other publicized events **must be registered and approved by the Office of Student Development in the Alumni Memorial Union, Room 121, by filling out an event registration form at least two weeks prior to the date requested for the event.** When hosting a speaker on campus, student organizations must provide a biography/resume of the performer and a written description of the content/purpose of the performance. All films require a catalog summary that includes the company name through which the film is being obtained. Federal copyright laws restrict the use of videocassettes to private showings and prohibit their public performance without prior written consent of the holder of copyright.

Event registration forms are available in the Office of Student Development, AMU 121, the LEAD Center, AMU 140, and the AMU Event Management Office, AMU 245.

All approved student organization events must be congruent with the policies, objectives, and mission of the university. Requests will be reviewed under the following considerations:

- Events must not cause a disruption to the regular operations and activities of the university. Members of the university community must be free to pursue their academic and vocational objectives without unreasonable obstruction or hindrance. Events must not interfere with the processes or activities authorized to be conducted in university facilities or on university property.