

## **GUIDELINES GOVERNING TIME, PLACE AND MANNER OF MEETINGS, DEMONSTRATIONS, AND OTHER ASSEMBLIES**

Kentucky State University recognizes and confirms the right of all members of the University community to free expression, assembly, and advocacy. In order to facilitate the effective use and enjoyment of the facilities of the campus for the exercise of such rights and in order to minimize conflict between the form of their exercise and the rights of others in the effective use of University facilities, the following regulations are herewith established.

1. Planned or spontaneous demonstrations, meetings, or assemblies may be conducted in those appropriate areas of the campus which are regularly available to the public, provided such demonstrations, meetings, or other assemblies meet the following conditions: They:
  - a. Are conducted in a lawful and orderly manner;
  - b. Do not prohibit vehicular or pedestrian traffic;
  - c. Do not interfere with classes, other scheduled meetings, events, and ceremonies or with other educational processes of the University;
  - d. Are conducted only with specific authorization from the Vice President for Student Affairs or other appropriate University official when held in University-owned or -leased facilities; and
  - e. Are confined to the PWL Jones Practice Facility when conducted without specific authorization.
2. Reservation of appropriate University grounds, areas, facilities or other University property for the purpose of conducting a demonstration, meeting, or other assembly will be granted, subject to the restrictions contained in Section 1 above, to the following described University organizations, groups, and individuals:
  - a. Registered student organizations, in accordance with the regulations governing the Use of University Facilities by Registered Student Organizations;
  - b. Members of the University faculty and staff for events related to their University duties.
3. The individual responsible for reserving a particular facility or area, or his/her designee, must be present when the facility or area is being utilized pursuant to the reservation. The following facilities may be utilized on a reservation-

- a. Indoor facilities;
- b. Intramural fields and other recreational areas;
- c. Stadium;
- d. Parking lots;
- e. Residential areas of the campus.

A list of available University facilities and the offices responsible for reserving such facilities is outlined in the Procedures for Processing Requests for Use of Campus Facilities. Necessary forms for completion and specific procedures and regulations regarding the use of such facilities may differ from building to building or area to area. The forms may be obtained from the Office for Student Life.

4. If the Vice President for Student Affairs or his/her designated representative believes that a facility is being improperly used or believes the users of the area are acting imprudently, he/she shall do the following:
  - a. Warn the offending group or individuals that continued misuse will not be permitted;
  - b. Recommend alternative locations or means of expression;
  - c. Instruct the offending individuals or the assembled group to vacate the area;
  - d. Cite individuals or groups for violation of University regulations;
  - e. Request assistance of law enforcement officials; or,
  - f. Any combination of a, b, c, d, and e listed above.

#### **Procedures for Use of Campus Facilities by On-Campus Student Organizations, Administrative Units, and Academic Departments**

1. Any Kentucky State University student organization that fails to open an agency account on campus and/or to provide the Director of Student Life an annual statement concerning fiscal affairs shall be denied requests for use of University facilities.
2. No student organization or academic department shall sponsor an event which has not been officially approved by the Vice President for Student Affairs and the Director of Student Life.
3. All student organizations are requested to submit to the Director of Student Life their activity schedule in April of each academic year for inclusion in the following fall activity calendar.
4. All dates are usually on a first-come, first-served basis, and alternative dates will be assigned as close to the requested date as possible.
5. The Use of University Facilities Form (University Form Number 43-01) must be submitted for each approved activity at **least two weeks in advance of the scheduled activity**. (Forms may be obtained from the Student Life Office).
6. The faculty/staff advisor and organization president for a student group must sign all forms for the group's activities. Addresses and phone numbers for both persons must be indicated.