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University Policies & Procedures

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SUBJECT: **PUBLIC MEETINGS, PERFORMANCES, RALLIES, SPEAKERS, AND SIMILAR EVENTS**
 POLICY NO.: **900-02** REVISION: **NEW** ISSUED: **11/01/2004** EFFECTIVE: **11/01/2004**

POLICY:

The use of campus building and grounds for public meetings, performances, rallies, speakers, and similar events may be permitted in accordance with reasonable directives as to the time, place and manner.

PURPOSE:

To establish guidelines through which students, faculty, staff, and community members may organize and conduct public meetings, performances, rallies, host speakers, and similar events in an effort to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints in support of the university's mission.

PROCEDURES:**A. On-Campus Individuals, Groups, and Organizations:****Application for Permit:**

a. All recognized university employee groups and registered student organizations or clubs, or individual students and employees must obtain the appropriate event and space reservation form: for events held on campus grounds from the **Matador Involvement Center** (818) 677-5111, **University Student Union** <http://usu.csun.edu/default.htm>; and events held within the University Student Union or the Satellite Student Union from the **University Student Union Meeting Services Office**; and events held within academic buildings from the **Room Reservations Office** (818) 677-3284 http://www.csun.edu/academic.affairs/room_reservations.htm.

B. Off-Campus Individuals, Groups, and Organizations:**Application for Permit:**

a. Individuals or clubs, groups, and organizations composed of members other than students and university employees desiring to use campus facilities must contact The University Corporation, University Licensing Office (818) 677-5298, <http://www.csun.edu/~vfoao0lc/license.htm>.

C. Notes:

Films and productions and similar presentations having a controversial appeal but used exclusively for academic purposes in a classroom setting are not governed by the following policy (California Penal Code, Section 311.8, chapter 7.5):

Use of campus facilities may not be denied student/employee groups, clubs and organizations desiring the use of said facilities for the presentation of productions, films, and the like, simply by reason of a controversial content or appeal to prurient interests. However, such activities, as all other activities by student/employee clubs and organizations, must be regulated, monitored and/or supervised by the President's designee. With respect to the aforementioned productions, films, and the like, the following recommendations shall govern:

- a. Time, place, and manner of presentment shall be determined or approved by the president's designee as identified herein;
- b. Advertising of the event shall be limited to on-campus publications, bulletin boards and flyers distributed only on campus;
- c. Information describing, generally, content or nature of the presentation shall be prominently posted at or near the entrance to the area in which the event is being held;
- d. Only members of the campus community and bona fide guests of such members may be admitted;
- e. The authorization or permit for such presentations may not be granted with such frequency as to constitute competition with similar presentations in communities in close proximity to the campus;
- f. All films shown on campus must have been made available for distribution from a licensed and authorized film distributor; and
- g. Plans to make the event accessible to persons with disabilities should be Included in the application for permit.

Use of campus facilities may not be denied a speaker* on the basis of his/her expected presentation. It is Trustee and University policy that the campus endeavor to present a balanced program of speakers during the year and that policy must be followed. Proper forms need to be executed each time a club or organization presents, publicly, a speaker. Such records are needed to apprise university officials of any potential problems involving necessary protocol and/or security which might arise. * Speakers invited for a presentation in connection with the academic program in a classroom setting are exempt.

RESPONSIBILITIES:**1. Responsibilities:**

The sponsoring entity accepts responsibility for damage to the facility and clean-up following the event including, in appropriate cases, a monetary deposit to ensure compliance with those for responsibilities.

2. Student Organizations:

The Vice President for Student Affairs <http://www.csun.edu/studentaffairs/> shall have the responsibility for establishing time, place, and manner regulations for activities on the campus to which the public is invited, sponsored by student organizations, Associated Students and the University Student Union.

3. Staff:

organizations.

4. Faculty/Academic Departments:

The Vice President for Academic Affairs <http://www.csun.edu/academic.affairs/> is the president's designee for granting of approval to academic departments and colleges desiring to sponsor public meetings, performances, rallies, and similar public events.

5. Off-Campus Groups:

The executive director of The University Corporation <http://www.csun.edu/~vfoao0lc/> is responsible for granting approval to off-campus groups and organizations.

Approved by the President

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