



**UNIVERSITY OF  
WEST GEORGIA**

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Next Review 08/2025

Area Administration/  
Governance  
(Procedures)  
Chief Or Office of  
Responsible Legal Affairs  
Office

## Campus Use Procedure

Authority for Procedure granted by UWG [Policy #1006, Freedom of Expression](#)

### A. Use by Student, Faculty, and Staff Organizations

Students, faculty, and staff may choose to use outdoor space on Campus for meetings, fundraisers, and organized activities. Representatives of the student groups or faculty or staff organizations that reserve space must attend the location during the entire reserved space time period.

Areas of Campus may be used for First Amendment Speech by members of the University Community, subject to the restrictions in Limitations on Use section, and based on availability on a first-come, first-served basis. In the event that conflicts arise due to spontaneous or unscheduled First Amendment Speech, and those conflicts cannot be reasonably resolved by relocating the previously scheduled event, the following order of precedence shall govern:

1. Official recurring University-sponsored events and activities (i.e., homecoming, graduation, music recitals, theater productions, etc.)
2. Recognized and recurring student organizations' events and activities;
3. Student events and activities scheduled at least two weeks in advance;
4. Unscheduled First Amendment Speech by currently enrolled students; and
5. All other activities on Campus.

The University encourages all parties who are members of the University Community and are seeking to use Campus facilities for First Amendment Speech to contact the Auxiliary Services office to minimize conflicts and accommodate all interested users.

Groups of 50 or more persons wishing to reserve space must contact one of the following as soon as possible:

- Auxiliary Services at (678) 839-6525; Monday through Friday from 8:00 a.m. to 5:00 p.m., or
- University Police at (678) 839-6000 at all other hours.

Prior notice is requested to ensure sufficient space for a large group event, so the event does not conflict with any other scheduled use of the space, and that sufficient University resources are available for crowd control and security. If advance notice is not feasible, the person or group should provide the University with as much advance notice as circumstances reasonably permit.

## B. Banners and Signage

Student, faculty, and staff organizations will comply with University Policies and Procedures regarding the placement of signs and banners on Campus advertising their events. [See UWG PL 6001, Campus Signage](#)

## C. Non-University Affiliated Speakers/Groups

For purposes of First Amendment Speech, individuals or groups who are not members of the University Community or the sponsored Invited Guest(s) of a member of the University Community wishing to reserve space and/or plan an event at UWG, should visit the Auxiliary Services website for applicable forms that best describe your affiliation with the University.

Prior approval must be obtained, in writing, from Auxiliary Services (via the Reserve West form on their website) for the use of the area. Non-University Affiliated speakers may only utilize the area between the hours of 8:00 am and 5:00 pm Monday through Friday and must comply with all requirements outlined in the Limitations on Use section.

## D. Limitations on Use

The health, safety, and general welfare of the members of the UWG Community must be preserved. Therefore, the following procedures are established.

The University reserves the right to deny or change the location or time for the use of any area on Campus for First Amendment Speech if the activity:

1. Attracts a crowd larger than the requested location can safely contain;
2. Materially and substantially disrupts University activities inside or outside of buildings (including classes);
3. Significantly disrupts previously-scheduled Campus events;
4. Obstructs entrances or exits to buildings;
5. Obstructs vehicular or pedestrian traffic; or
6. Represents a threat to public safety or property. ([See O.C.G.A § 20-3-48\(b\)\(2\)](#))

University Police and the President maintain ultimate discretion to end any activity if deemed a significant threat to Campus safety.

## E. Administration of Protected Speech or Expression on Campus

When assessing First Amendment Speech, University personnel must not consider, nor impose, restrictions on individuals or organizations based on the content or viewpoint of the expression or the possible reaction to that expression, except to the extent such factors are relevant to assessing appropriate security measures. In the event that other persons react negatively to this expression, University personnel (including University Police) shall take all necessary steps to ensure public safety while allowing the First Amendment Speech to continue.

## F. Responsibility for Policy and Procedures

The President delegates to the Chief Legal Officer the responsibility and authority for establishing the policy and procedure structures for indexing, publishing, cataloging, and maintaining all official policies.

### Definitions

**Campus:** All real property owned or leased by the Board of Regents of the University System of Georgia includes buildings, grounds, and property, including sidewalks and streets within Campus boundaries.

**Facility:** Any building, structure, or venue (including outdoor venues and parking lots) in which an activity may occur.

**First Amendment Speech:** Speech as guaranteed by the First Amendment to the Constitution of the United States such as public speeches, demonstrations, marches, protests and picketing, and the distribution of literature, as well as other forms of symbolic expressive activity, including signs and banners; it **does not** include speech that violates any other applicable UWG or BOR conduct policy or procedure, or any applicable Federal or Georgia law. See Section D, *Limitations on Use*.

**Invited Guests:** A person or group who comes onto campus with permission, or is entering campus areas open to the general public.

**University Community:** (1) All persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, and (2) recognized University-affiliated entities including University departments, foundations, and registered University student organizations.

### Forms

- [Facility Use Agreement](#)

### Guidelines/Related material

- [Student Handbook](#)
- [Employee Handbook](#)

# Keywords

freedom of speech

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## Attachments

[Facilities Use Agreement 5.2021.docx](#)

## Approval Signatures

Step Description	Approver	Date
	Teresa D'Emilio	09/2022
Chief Approval	Kristi Carman [TD]	09/2022

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