

- One guest is allowed per SXU student. Students are responsible for the actions of their guests.
- Catering for events must be provided by Chartwells Food Service.
- Public Safety may be required to attend events at the discretion of the Department of Campus Life. The sponsoring organization will be responsible for the costs incurred in utilizing Public Safety.
- No events may be hosted in University housing facilities, including residence hall lounges, the Loftus Conference Room, the McCarthy Multipurpose Room or Figaro's without the written permission of the director of Campus Life and the director of Residence Life.

Guest Speakers

Speakers and artists are welcomed at Saint Xavier University. The University recognizes its role as an educational stimulus and welcomes the opportunity to raise questions within the forum of the University community. While at times the issues raised may be controversial in nature, the University has continually stressed the validity and value of the inquiry process as well as the role it has in guaranteeing freedom of artistic expression.

The University acknowledges its responsibilities to ensure as much as possible the respect for persons invited to campus for the purposes of learning, leisure and/or worship. Groups or persons not invited by the University, but who use the University for various specified purposes agreed upon by means of a contract or lease of University space, should be assured a similar degree of respect.

The following guidelines ensure that proper respect is afforded guests of the University or a sponsoring group within the University:

- Guest speakers from off campus invited by student organizations must be approved by the Director of Campus Life. An Event Permit/Speaker Clearance Form is available in the Department of Campus Life and must be submitted at least two (2) weeks prior to the anticipated date of engagement. Speakers who have not received appropriate approval may be cancelled.
- Individual students wishing to sponsor a speaker or artist must work with an existing student organization or through Auxiliary Services.
- The University seeks to preserve a forum open to all. Freedom of inquiry takes precedence over freedom of public demonstration.
- In order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the University may prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance, and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
- There must be adequate and accurate publicity regarding the sponsorship of the event.
- The University neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on behalf of causes they support. Students wishing to demonstrate must complete a Demonstration Form with the Office for Student Affairs and comply with demonstration guidelines.
- The University wishes to make it clear that outsiders who are not members of the University community, and who seek to intervene or agitate on University property, will be treated as trespassers.
- The sponsoring organization must provide for adequate dissemination of the following disclaimer: "Sponsorship of this event by the faculty, staff or student organization should in no way be construed as an endorsement by Saint Xavier University [or the Department of Campus Life of Saint Xavier University]."

PUBLICITY (PRINTED MATERIALS, ELECTRONIC MEDIA, CAMPUS POSTING POLICY)

Flyers, Posters and Printed Materials:

Student organizations will be held accountable to adhere to all guidelines as they appear in the "Policies and Procedures Manual, Graphic Standards and Style Guide" published by the Office for University Relations (available at www.sxu.edu/relations/guide.asp). To ensure quality, accuracy and consistency, all University publications, posters, flyers, brochures (any public relations or publicity materials) must be submitted to the Department of Campus Life. Materials intended for a wider audience or to be viewed off campus, must also have the approval of University Relations before printing or copying. Publications for which design and copy are completely prepared will be reviewed and returned to the originator with approval or modifications within three business days.

Assistance in design, writing and/or printing will be provided by University Relations as requested. Time required for this service varies according to the nature of the publication; to ensure sufficient time, the University Relations staff should be consulted early in the event-planning process.

Campus Posting Policy:

The following policy governs posting on campus:

1. Sponsoring student organizations and University departments are encouraged to publicize events with posters and flyers.
2. Signs may be posted only on designated bulletin boards and in the hallway between the Student Lounge and the handicap accessible entrance on the first floor (north side of the S-wing).
3. Only masking tape may be used when posting on hallway walls in this location.
4. Posters and flyers may not be placed on any other walls, doors or glass.
5. Bulletin boards designated for posting are located in the following areas:
south wall – at the west end of the SXU Diner;
outside the Office for Student Affairs (L-208);
stairwell across from information desk at main entrance;
main hallway of the Graham School of Management.
6. In addition, schools, departments and organizations maintain their own bulletin boards and should be consulted for permission to post at those locations;
7. Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
8. All signs posted must be removed in a timely manner when they become outdated.

Additionally, student organizations must follow the policies and procedures below:

Prior to duplicating or posting, all materials must be approved by Campus Life (L-103). Materials that are not approved or properly posted are subject to removal. All materials must indicate the name of the sponsoring registered student organization. Materials will not be approved if they contain:

1. Any reference to illegal substances.
2. Offensive language or images and/or graphic illustrations.
3. Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin and/or disability.
4. Any information which would violate local, state or federal law or University policies.

For campus concerts, dances and special events, the promotional material must include the statement "Current Cougar Card Required" or "Current College ID Required." All materials written in a foreign language must include the equivalent English translation.

The University reserves the right to regulate locations on campus where posting or distribution of materials can occur. Materials may not be placed on car windshields without the approval of the dean of students. Distribution by outside groups must be approved in advance by the dean of students.

Individual students or groups that do not comply with the campus posting policy will be subject to disciplinary action which could include the removal of posting privileges and/or other judicial sanctions.

Electronic Media (Web pages, E-Mail, Outdoor Marquee):

Please consult the Department of Campus Life for guidelines on how to create and link an organization Web page to the main University Web site. All organizational Web pages should conform to the standard University layout and design scheme.

If an organization would like to post a message to the University community on Saint Xavier Today, send the text as it should appear in the message to the Department of Campus Life at: campuslife@sxu.edu. E-mails should be sent at least three days prior to intended publication date. To post a message or announcement on the outdoor electronic marquee (located near the Shannon Center entrance to campus), an organization should complete a Marquee Announcement form (available in the Campus Life office), which must then be submitted to University Relations (consult University Relations' "Policies and Procedures Manual, Graphic Standards and Style Guide" for further guidelines). All marquee announcements require the approval of University Relations and the Department of Campus Life.

Political Activity

Saint Xavier University, an institution of higher education with a strong liberal arts tradition, supports open dialogue on political issues. The University reserves the right to support or oppose issues that affect its values, welfare, the University itself, and/or the values and welfare of higher education. The University encourages its faculty, staff, trustees, students and registered campus organizations to actively participate in political activities on an individual basis. The policies of Saint Xavier University do not restrict the rights and privileges of faculty, staff, students and registered