



Notice of Intent

(Please print or type)

VU employee, student or student group

Student name: _____

Student Organization name: _____

Vincennes University faculty or staff name: _____

Phone number: _____

Address: _____

Off-Campus person or group

Name: _____

Number of persons coming to campus: _____

Phone number: _____

Address: _____

Statement of intent:

This is to inform the University my/our intent to:

____ Engage in public speaking

____ Pass out leaflets or other materials

____ Demonstrate and/or organize a rally

This event will be held:

Date: _____

Time: _____

Location: _____

I am/we are aware of the guidelines that apply to all demonstrations, rallies, public speaking, and leafleting and/or equivalent activity and received a copy of the policy.

Signature

Date

For office use only:

Date and time received: _____

The signature below indicates approval of the date, time and place of this event.

Dean of Students/Director of Student Services

Date

Policy on Public Speaking, Leaflet Distribution, and Demonstrations Vincennes University

Vincennes University supports the right of the University community to engage in public speaking, leaflet distribution, and demonstrations provided such activities do not disrupt normal activities or infringe upon the rights of others. Members of the University community are defined for purposes of this policy as University students, employees, and registered student organizations. Public speaking is defined for purposes of this policy as speech directed to a general audience, non specific persons, or directed to specific persons at random.

The University will not allow behavior that violates freedom of speech, choice, assembly, or movement of other individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others. Accordingly, the University will take whatever steps it deems necessary to:

- Protect the right of any member of the University community to demonstrate and publicly proclaim any view, however unpopular; and
- Protect the freedom of speech, assembly, and movement of any individual or group that is the object of the demonstration

Members of the University community sponsoring or organizing a public speaking event, distributing leaflets, demonstrating or carrying out other equivalent activity will be held responsible for compliance with this policy. Sponsorship does not relieve participating individuals from responsibility for their conduct. Vincennes University students participating in a public speaking event, leaflet distribution, demonstration or equivalent activity, whether sponsored or not, are accountable for compliance with the provisions of this policy as well as the Standards of Student Behavior. Violation of this policy may be grounds for disciplinary action against individuals, sponsoring or participating student organizations, and their officers.

Members of the University community may invite individuals who are not members of the University community to participate in a public speaking event, distribute leaflets, demonstrate, or carry out equivalent activities. University members who invite non-University participants may be held accountable for their compliance with this policy. Failure by non-University participants to comply with this policy may result in appropriate action under State law.

I. Guidelines for Scheduled Public Speaking, Leaflet Distribution or Demonstrations by Members of the University Community

Members of the University community may schedule a public speaking or leafleting event, demonstration, or other equivalent activity in any outdoor area of the campus, the use of which is not otherwise restricted or scheduled. To schedule an event a "Notice of Intent" form must be submitted to the Dean of Students office on the Vincennes Campus or the Director of Student Services on the Jasper Campus. The Dean of Students or Director of Student Services will respond promptly with approval given on a first-come, first-serve basis after an assessment that such an event will not otherwise interfere with scheduled University use or fail to comply with the guidelines outlined in this document. In the event a request is denied, an appeal may be made to the Assistant Provost for Student Affairs on the Vincennes campus or the Dean on the Jasper campus, who shall respond promptly to any such appeal.

Persons distributing leaflets are to refrain from littering and may be held responsible for costs incurred as a result of littering. Distribution is defined as individuals handing materials to

other individuals who may accept them or refrain from receiving them. Leaving materials unattended on a surface to be picked up is considered littering, not distribution.

Leaflets, announcements, statements, or materials proposing a commercial transaction or pertaining to the sales of goods or services are considered commercial speech and are not covered by this policy but rather the University Sales Policy.

II. Guidelines for Unscheduled Demonstrations by Members of the University Community

It is the intent of this policy to ensure that all demonstrations on campus occur with minimal threat to the safety and security of persons or facilities through proper planning and scheduling. Occasionally, events occur which demand immediate public outcry, and it is not the intent of this policy to limit the students' rights to protest such events.

Members of the University community may hold unscheduled demonstrations, rallies, or equivalent activities, provided the activity does not interfere with routine University functions or does not interfere with an activity in a space which has been reserved in advance. In deciding whether a demonstration is spontaneous, for which no registration is required, the University may consider any relevant evidence, including:

- Whether signs or placards used at the demonstration were commercially produced,
- Whether participants used amplification equipment,
- Whether security was alerted, or media contacted, substantially in advance of the demonstration, or
- Whether other circumstances demonstrate advance planning by one or more organizations.

III. Public Speaking, Leaflet Distribution, or Demonstrations by Uninvited Individuals

Individuals who have not been invited by a member of the University community and who desire to engage in public speaking, leaflet distribution, or demonstrations outdoors on the University's campus may do so only in accordance with the following procedures:

- Persons wishing to engage in public speaking, leaflet distribution, or demonstrations are required to reserve space by submitting a "Notice of Intent" form at the Vincennes campus to the Dean of Students or the Director of Student Services at the Jasper Campus. Events are approved on a space-available basis. Priority will be given to University departments, registered student organizations, students, faculty and staff. Dates are valid only when authorized by the Dean of Students or Director of Student Services on the "Notice of Intent" form. Application may not be made more than ten (10) business days prior to the date of anticipated use. In the event a request is denied, an appeal may be made to the Assistant Provost for Student Affairs at the Vincennes campus or the Dean at the Jasper campus, who shall respond promptly to any such appeal.
- Public speaking, leaflet distribution, and demonstrations are limited to the brick area located directly in front of the Beckes Student Union on the Vincennes campus and the awning area in front of the Administration building on the Jasper campus. Public speaking, leaflet distribution, and demonstrations by uninvited individuals are prohibited elsewhere on campus.
- A copy of the "Notice of Intent" form must be available for inspection upon request by University officials.

- Persons wishing to speak publicly or to distribute leaflets are prohibited from engaging in the sale or promotion of commercial goods or services unless permission is granted under the University Sales policy.

IV. Guidelines Applicable To All Public Speaking, Leafleting, and Demonstrations

- Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
- Persons may not block or otherwise interfere with ingress and egress into and out of campus buildings.
- Persons shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.
- Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
- Persons shall comply with the directions of a University official acting in the performance of his or her duty.
- Classes or other scheduled activities shall not be disrupted.
- Use of public address systems and amplified sound will not be permitted without prior approval from the Dean of Students or Director of Student Services.
- Where an invited speaker is the object of protest, persons may demonstrate and/or leaflet outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. Signs, placards or similar paraphernalia associated with a demonstration will not be carried into the building.
- The safety and well being of members of the campus community collectively and individually must be protected at all times. The University maintains the right to define the time, place and manner in which activities occur on campus. The Dean of Students Office or Director of Student Services will identify appropriate spaces for planned and spontaneous demonstrations.
- University property must be protected at all times.
- In accordance with the Vincennes University Standards of Student Behavior persons on University property may be required to provide identification and evidence of qualification to a University official upon request. Evidence of qualification means evidence that the person is a member of the University community.
- Persons engaging in activities on University property are subject to and expected to comply with all applicable University policies and procedures.
- Failure to adhere to the above described University procedures will result in revocation of an approved application and/or other appropriate administrative action.