*indicates a required field.

<table>
<thead>
<tr>
<th><em>POLICY NAME:</em></th>
<th>REQUEST TO ADDRESS CAMPUS COMMUNITY</th>
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</thead>
<tbody>
<tr>
<td><em>POLICY TYPE:</em></td>
<td>Presidential Policy - University Administrative Policy</td>
</tr>
<tr>
<td>POLICY #:</td>
<td>C.1.1</td>
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<tr>
<td><em>STATUS:</em></td>
<td>Active</td>
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<tr>
<td><em>CONTACT OFFICE:</em></td>
<td>Office of the President – University Events &amp; Conferencing</td>
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<tr>
<td><em>OVERSIGHT EXECUTIVE:</em></td>
<td>Special Advisor to the President-Special Assistant to the President for University Events</td>
</tr>
<tr>
<td><em>APPLIES TO:</em></td>
<td>Non-University Individuals or Groups</td>
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**PURPOSE:** To accommodate the occasional request by individuals from outside the UMW community who seek to address the campus community, so that persons who are not sponsored by a member of the campus community can be afforded a limited opportunity to speak publicly on campus.

**DEFINITIONS:** "Individual from outside the UMW community" shall mean anyone who is not a UMW student or faculty or staff member.

**POLICY STATEMENT:** All University property is intended primarily for use by students, faculty and staff in their efforts to advance the educational mission of the University. This policy is structured to provide limited opportunities for individuals from outside the UMW community to address the campus community while preserving order within the University Community, protecting and preserving University and personal property, and providing a secure environment for all on campus.

**PROCEDURES:**

<table>
<thead>
<tr>
<th>* General Procedures for Implementation:</th>
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<td>Individuals from outside the UMW community who wish to address the campus community must provide three business days’ advance written notification to the Office of University Events and Conferencing. Advance notification is intended to promote the efficient use of university facilities and resources as well as ensuring the safety of all event participants, including members of the campus community. Advance notifications must include the date, time and preferred location of the proposed address as well as the full name and detailed contact information for the primary organizer. On the Fredericksburg campus, the designated areas in which individuals from outside the campus community can address the campus community are: the center of Ball Circle; the front of Lee Hall; the front of Trinkle Hall; Jefferson Square Lawn; and Palmieri Plaza outside Monroe Hall.</td>
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</table>
On the Stafford campus, the designated area in which individuals from outside the campus community can conduct expressive activities is the lawn area between the North and South buildings. The area designated for the Dahlgren Center is the entry plaza area as long as entry/egress is not impaired. The University Police will alert the primary organizer as soon as possible if the details provided in an advance notification indicate that interference with a planned activity or event is likely.

In order that individuals addressing the campus community not interfere with the operation of the University, or state or federal law or with the rights of others, the following provisions apply:

Expressive activities addressing the campus community must not obstruct in any way vehicular or pedestrian traffic or block ingress or egress to facilities whether outdoor or indoor. The right of way on streets and sidewalks must be maintained. Obstruction of public sidewalks and streets is a violation of Virginia criminal law (Va. Code §18.2-404).

Expressive activities must not unreasonably interfere with the educational or administrative functions inside or outside of buildings.

Individuals or their belongings shall not obstruct or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.

All applicable local, state and federal laws and University policies must be observed and followed.

Individuals shall comply with the directions of any University official acting in the performance of his or her duty.

Use of sound amplification on campus must be registered with the Office of University Events & Conferencing three business days in advance. Use of sound amplification must not unreasonably interfere with the educational and administrative activities of the University.

The University does not permit expression that is unlawful or otherwise prohibited by law. Such expression includes, but is not limited to defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark infringement; criminal or civil harassment, sexual harassment, trespass and false advertising.

| * Process for Developing, Approving, and Amending Procedures: | This policy will be reviewed annually. Proposed changes will be submitted through the Special Assistant to the President for University Events to the University President for approval. Administrative procedure in support of execution of this policy may be revised without approval of the President. |
| * Publication and Communication: | This policy will be maintained on the University's website and accessible via BoardDocs as well as on the Office of University Events & Conferencing web page. |
**Compliance Monitoring and Reporting:**

Compliance will be monitored by the Special Advisor to the President.

**RELATED INFORMATION:**

Policy Background:

**Policy Category:** Office of the President

Category Cross Reference:

Related Policies:

**HISTORY:**

**Origination Date:** April 2003

**Approved by:** University President

**Approval Date:** 2017

**Effective Date:** 2017

**Review Process:** The Special Assistant to the President for University Events, in collaboration with the Special Advisor to the President, is responsible for the interpretation, consistent application, and enforcement of this policy. The policy will be reviewed annually to assure compliance and effectiveness.

**Next Scheduled Review:** November 2019

**Revision History:**

- July 2004 (change College to University)
- August 2006 (change of administrators’ titles)
- January 2007 (change of administrator’s title)
- April 2007 (change of administrator’s title)
- February 2013 (change in administrative oversight; change to locations within implementation procedures)
- November 2017 (change in administrative oversight)