

SPECIAL EVENT TYPES

Different types of events require different kinds of planning. Below are specifics related to a variety of events.

Concerts

Only the Undergraduate Student Government (USG) Programming Board can sponsor and/or produce major concerts. Other organizations that wish to put on a concert should contact the USG Director of Programming to investigate the possibility of co-sponsorship. Contact the Director of Programming, (330) 672-2338, at least two (2) months prior to the proposed event.

Demonstrations, Marches, and Off-Campus Speakers

The University recognizes the exercise of the rights of expression, conscience, affiliation, and peaceful assemblage. The University is equally mindful that a reasonable and orderly calendaring and assignment of University facilities, resources, and personnel consistent with the civil liberties expressed in the first amendment to the United States Constitution are necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the University community.

For the purpose of clarity, the following definitions apply:

Demonstration: A person or assembly of persons engaged in a rally, march, sit-in, fast or other public manifestation of welcome, approval, protest, or disapproval but does not include social or athletic exhibitions or events.

March: The movement of an assembly of persons from one point to another.

Non-university Affiliated Speaker: A person not enrolled as a student or employed by the University who addresses or intends to address persons on the campus grounds or in a facility of the University.

All demonstrations, marches, and non-university affiliated speakers must be sponsored by a registered student organization or University department. In addition, only currently registered students who are members of the sponsoring organization may facilitate the planning of such an event. In all instances, those sponsoring demonstrations, marches, or non-university affiliated speakers are responsible for making the necessary provisions to maintain the peaceful demeanor of the assembly, including the arrangements for peace marshals or other self-governing services in cooperation with the assigned University security personnel. The sponsoring group shall be responsible for all expenses and damages incurred to the University. The University will neither permit nor condone unlawful action. Civil disobedience as a means to produce change is always a matter of individual conscience and consequence.

Demonstrations and Marches

In order to obtain assistance in planning and obtaining University facilities, and in order to protect the rights of all members of the University community, participants and nonparticipants, student groups, and University departments must register demonstrations, marches and non-university affiliated speakers with the Scheduling Office. Details concerning space, time, and special arrangements will be noted at that time. Appropriate paperwork, most commonly a VIP form and sound waiver request, should also be completed with the Center for Student Involvement.

The Scheduling Office will determine if an event has been registered and by whom. If an event has been registered, the registered event shall be given precedence over any other use of the space or facility, and the determination of that registration status by the Scheduling Office shall be final. If the space has not been registered for an event, the procedures outlined below shall apply. When the Scheduling Office is closed, the Kent Student Center Information Desk should be contacted for verification of scheduling information.

The University permits demonstrations, marches and non-university affiliated speakers without prior registration provided that no sound amplification equipment is utilized and members of the University community not participating in the demonstration may proceed with their normal activities. Areas recommended for demonstration, marches and non-university affiliated speakers when not previously scheduled include:

- On the Risman Plaza
- In front (south side) of the Memorial Athletic and Convocation Center
- On the front campus lawn
- On the commons
- On Manchester Field
- On the Centennial Court greens

The Assistant Dean of Students/Director of the Center for Student Involvement, in consultation with the police and appropriate building curator, may develop operational procedures to guide the determination of subsequent events or speakers. In the absence of specific procedures, those wishing to assume use of the space should clearly state their intentions.

Demonstrations, marches and non-university affiliated speakers shall be denied registration by the scheduling office when:

- The Assistant Dean of Students/Director of Center for Student Involvement or designee, in consultation with the police and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that the demonstration or non-university affiliated speaker event substantially threatens to materially disrupt the normal activities of the University, threaten health or safety, or result in a violation of criminal law.
- The Assistant Dean of Students/Director of Center for Student Involvement or designee, in consultation with KSUPD and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that there is danger to those participating in the demonstration or march.

Demonstrations, marches and non-university affiliated speakers may not:

- Be held inside or in the vicinity of campus buildings except as approved by the director of Center for Student Involvement or his/her designee.
- Substantially obstruct or disrupt any legitimate function of the University including, but not limited to, research, teaching, administration, public service, or other authorized events.
- Substantially obstruct the free flow of pedestrian or vehicular traffic.

The route of all marches or parades must conform to stated regulations.

Non-University Affiliated Speakers

A university is a forum for the scrutiny and exchange of ideas. Therefore, the University encourages student organizations and university departments to invite speakers to the campus. Registered student organizations must register all non-university affiliated speakers with the Scheduling Office in order to assure orderly calendaring and to facilitate the event. The Scheduling Office shall establish operational procedures to accomplish this purpose, but such procedures shall not impose limitations based upon the subjects to be discussed or the background or past associations of the speakers. It is the responsibility of the sponsor to inform speakers of laws concerning advocacy of violence, inciting to riot, or other illegal acts.