

ADMINISTRATIVE PROCEDURE

Free Speech and Public Assembly in Outdoor Area

Related Policy: 07.006 - Free Speech and Public Assembly on Campus Grounds

These procedures have been established to implement UNT Policy 07.006 Free Speech and Public Assembly on Campus Grounds Policy ("Free Speech Policy"). The procedures relate only to the regulation of expressive activity on campus grounds by students, employees, and visitors as set out in the Free Speech Policy and do not apply to official academic and administrative activities and functions of the University.

I. Procedure for Reserving Space for Expressive Activity and/or Use of Amplified Sound

A request to reserve a designated area for expressive activities, or, to engage in amplified speech in a designated area, must be submitted to the Office of the Dean of Students, on the designated form, no fewer than eight (8) business days before the proposed expressive activity. Only singular reservations will be reviewed. Requests for periodic or recurring reservations need to be submitted individually.

Responsible Party	Action
Students, employees, visitors	<ol style="list-style-type: none">1. Obtain a copy of the <i>Request to Reserve Designated Area and/or Use of Amplified Sound for Expressive Activity</i> form online at the Dean of Students' website (dos.unt.edu) or in the Office of the Dean of Students –University Union 4092. Complete the form and submit it electronically to DeanofStudents@unt.edu or deliver a hard copy to the Office of the Dean of Students by no later than eight (8) business days prior to the date of the event.
Dean of Students	<ol style="list-style-type: none">1. Review properly completed and submitted requests on a first-come, first-serve basis, based on the date and time of delivery, as soon as possible, but no more than two (2) business days after receipt.2. Approve or deny the request and notify the requestor of the decision via the e-mail address provided on the registration form.3. Provide requestor with notice of the specific boundaries of the approved designated area as well as the date and time of the approved reservation.4. Maintain a copy of the request form and decision in accordance with the Records Retention Schedule. <p>(Note: The Dean of Students may rescind an approved reservation in order to accommodate a request to use the reserved space for an official University function or an activity related to academic or research purposes. If an approved request is rescinded, the Dean of Students will contact the requestor to consider alternative options to relocate or reschedule).</p>
Students, employees, visitors	Maintain a copy of the approved reservation on site during the period of the reservation for confirmation upon request by an appropriate University official.

II. Registering a Parade, Rally, or March

All organized parades, marches, or rallies held for expressive activity purposes, including silent protest, that will cross thoroughfares or could stop or slow traffic, must be registered with the Dean of Students no fewer than eight (8) days in advance of the planned event.

Routes for parades, rallies, and marches must be designed to avoid substantial disruption of the orderly movement of traffic or emergency services.

Routes may be designed to cross over streets and parking lots, but may not be designed to occur on University streets.

Planned routes that will occur on streets under the authority of the City of Denton are subject to municipal permit requirements and such permits must be secured in accordance with the requirements of the City of Denton.

Procedure for Registering a Parade, Rally, or March

Responsible Party	Action
Students, employees, visitors	<ol style="list-style-type: none">1. Obtain a copy of the <i>Request to Reserve Designated Area and/or Use of Amplified Sound for Expressive Activity</i> form online at the Dean of Students' website (dos.unt.edu) or in the Office of the Dean of Students – University Union 4092. Complete the form and include a map or description of the proposed route of the parade, march, or rally.3. Submit an electronic copy of the form to Deanofstudents@unt.edu or deliver a hard copy to the Office of the Dean of Students by no later than eight (8) business days prior to the date of the event, and approval of City of Denton, as applicable.
Dean of Students	<ol style="list-style-type: none">1. Review properly completed and submitted requests on a first-come, first-serve basis, based on the date and time of delivery, as soon as possible, but no more than two (2) business days after receipt.2. Approve or deny the request and notify the requestor of the decision via the e-mail address provided on the registration form.3. Maintain a copy of the request form and decision in accordance with the Records Retention Schedule.
Students, employees, visitors	Maintain a copy of the approved form for review on site, upon request during the activity.

III. Displaying Exhibits that Require Securing

Reservation of campus grounds for expressive activity that requires securing exhibits or displays or that could damage campus grounds or underground utilities/systems must be made in advance of the activity and may require approval/assistance from the UNT Facilities department. Outdoor exhibits may not be staked in areas the Facilities department determines is unable to secure the exhibit or in areas where utilities or ground irrigation systems may be damaged.

Procedure for Setting Up Exhibits that Require Securing

Responsible Party	Action
Students, employees, visitors	<ol style="list-style-type: none">1. Complete the <i>Request to Reserve Designated Area and/or Use of Amplified Sound for Expressive Activity</i> form, indicating that staking or heavy objects will be used on campus grounds during the event.2. Submit a copy of the form to the Office of the Dean of Students by no later than eight (8) business days prior to the date of the event.
Dean of Students	<ol style="list-style-type: none">1. Approve or deny the request to reserve the space and/or the use of exhibits during the event.2. Notify the UNT Facilities department of all requests to stake outdoor exhibits a minimum of three (3) days prior to the event.3. Notify requestor if the UNT Facilities department determines that additional ground reinforcement must be provided.4. Maintain a copy of the request form and decision in accordance with the Records Retention Schedule.
Students, employees, visitors	Maintain a copy of the approved reservation for review on site, upon request during the period of the reservation.

IV. Appeal of Decision Denying Request for Use of Campus Grounds

All decisions made by the Dean of Students related to use of campus grounds for expressive activity are subject to review by the Vice President of Student Affairs. All appeals must be in writing and must include the basis for the disagreement with the decision of the Dean of Students and any other information relevant to the appeal. The appeal must be submitted electronically to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs is final.

Decisions made by the University police to relocate an expressive activity in accordance with the Free Speech Policy may not be appealed.

Procedure for Filing an Appeal

Responsible Party	Action
Students, employees, organizations and visitors	<p>Submit the written appeal and any other relevant information to the Vice President or Student Affairs by no later than two (2) business days after the date of the decision by the Dean of Students electronically or by hand delivery.</p> <p>The request must include, at a minimum, the reason(s) the requestor believes the Dean of Students' decision to deny the reservation or registration request was incorrect and an e-mail address where notice of the decision concerning the appeal should be sent.</p>
Vice President for Student Affairs	<ol style="list-style-type: none">1. Issue a decision on the appeal as soon as possible, but not later than three (3) business days after receiving the appeal.2. Notify the requestor of the decision via the e-mail address provided by the requestor.3. Maintain a copy of the appeal and decision in accordance with the Records Retention Schedule.