

Procedures, Regulations and Requirements for Section 11.12 Use of University Campus for First Amendment Activities

1. A First Amendment Activity¹ (Event) should be registered with the [University Event Services](#) Office by emailing letsmeet@wichita.edu or calling (316) 978-3475 no later than seventy-two (72) hours prior to the Event by providing a [Notification of Intent \(Limited Public Forum\) to be on University property](#).
2. The Notification of Intent should include the following information:
 - Name, address and telephone number of the individual, group, entity or organization sponsoring the Event (hereinafter “the Sponsor”).
 - Name, address and telephone number of a contact person for the Sponsor.
 - Date, time and requested location of the Event.
 - Nature and purpose of the Event.
 - Type of sound amplification devices, if any, to be used.
 - Estimated number of people expected to participate in the Event.
3. Public Areas² will be available for First Amendment Activities (hereinafter referred to as Event) on a first come basis and will be assigned by the University Event Services Office after considering the information provided by the Sponsor in the Notification of Intent. Limited Public Forum areas have been designated by the University and are shown on the attached map. Use of Limited Public Forum areas will be an option available when the Event is being assigned a public area by the University Event Services Office.
4. No Event may occur inside a University building.
5. The Event may not interfere with the operational, administration or education activities inside or outside any University building or otherwise prevent the University from fulfilling its mission and achieving its primary purpose of providing an education to its students.
6. The Event must not materially infringe on the rights and privileges of University students, employees or invitees to the University.
7. The Event must not create safety hazards or pose unreasonable safety risks to University students, employees or visitors to the University.
8. Events that are reasonably determined to cause disruption of University activities may not be held but such determination shall be made without consideration of the content or message of the Event.

¹ Examples would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected peaceful and non-violent assemblies to share information, perspective or viewpoints.

² This policy statement is applicable to the campus of the University bounded by Hillside, 21st Street, Oliver and 17th Street, the Metropolitan Complex located at the corner of 29th Street and Oliver, and any other locations occupied by the University as a sole tenant or multi-tenant at such location.

9. The University may terminate, cancel or prohibit any Event, at any time, if it is determined, after consideration of the circumstances, that the Event does constitute or will constitute a clear and present danger to the University's orderly operation or the University's students, employees or visitors.
10. All fire, safety, sanitation or special regulations specified for the Event are to be obeyed.
11. Any item in the discretion of the University Police Department, is subject to removal by the University Police Department, and the Sponsor, individual or group associated with any such item may be subject to immediate removal from the University campus by the University Police Department.
12. An Event may not occur on the same date as any previously scheduled University event or activity (aside from regularly scheduled classes) where it is reasonably anticipated that more than 5,000 people will attend the University event or activity.
13. The use of sound amplification devices is limited to the Limited Public Forum area as long as any sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled University event or activity.
14. Information may be distributed if it is not obscene, libelous, in violation of University or Kansas Board of Regents policies, procedures, regulations, requirements, local ordinances, state and federal laws. or does not advocate violence or other unlawful conduct.
15. The Sponsor is required, to include its name and address on the distributed information.
16. The University campus should be cleaned up and left in its original condition and may be subject to inspection by a representative of the University after the Event. Reasonable charges may be assessed against the Sponsor for the costs of extraordinary clean-up or for the repair of damaged property.³
17. Solicitations of funds, or activities where products or services are offered for sale, shall not occur in connection with the Event.
18. The Event must be also be in accordance with any other applicable University and Kansas Board of Regents policies, procedures, regulations, requirements, local ordinances, state and federal laws.
19. Failure to comply with any University or Kansas Board of Regents policies, procedures, regulations, requirements, local ordinances, state or federal laws may result in a violation finding and the Sponsor, individual or group will be subject to prosecution as well University sanctions.

³ To avoid excessive littering of the campus and/or great increased work requirements for University physical plant employees, individuals and groups are asked to cooperate with the University in limiting the distribution of information leaflets or pamphlets to areas immediately adjacent and surrounding the buildings, facilities and grounds of the University, including but not limited to, Rhatigan Student Center.