

OUTSIDE SPEAKERS AND EVENTS ON CAMPUS

In accordance with the January 1962 resolution of the Trustees of The California State University that "... *the colleges respectively are directed to continue or develop the policy most appropriate to them to assure that outside speakers brought to the campus will contribute to educational values, that is the pursuit of truth and citizenship values, and not be brought in for propagandizing purposes,*" California State University, Fresno is committed to free discussion of ideas and issues.

I. PRINCIPLES

The guiding principles underlying this policy are summarized as follows:

1. The regularly scheduled instructional class program of the University must have first priority in the use of university facilities;
2. University facilities made available to visiting speakers are to be used only in conformance with university policies;
3. The institutional control of campus facilities must not be used as a device of censorship (i.e., of precluding a speaker because of disagreement with the views s/he proposes to present);
4. Speakers may appear only on invitation of the University or an officially recognized university organization, and under policies and procedures approved by the President;
5. Every reasonable effort should be made to assure that over a period of time, varied points of view are presented;
6. The right of self-expression does not extend to preventing self-expression by others;
7. The anticipated amount of state or student body funds to be paid to or on behalf of each particular speaker both for fees and expenses is public record and should be noted in the minutes of the sponsoring organization and in the appropriate documents filed with the university or with the Associated Students, Inc.
8. University will continue to pick up normal costs. However, if additional staff have to be hired the event would pay for it.
9. The President or designee may deny any request for, or cancel any scheduled use of university facilities.¹
10. Individuals planning to host events should initiate plans well in advance of the scheduled date.

II. AUTHORIZED SPONSORS

University facilities may be used by the following groups for regularly or specially approved activities of the group, including sponsorship of visiting speakers:

- a. departments, colleges/schools or other appropriate units within Academic Affairs²

¹ The denial of a request or the cancellation of scheduled use of university facilities may be due to the interest of public safety and campus security; the projected or actual financial costs to the university; or other sound business reasons.

² Using this policy, academic deans are authorized to approve college/school events. However, events intended for a university-wide audience or the general public must be approved by the appropriate vice president.

- b. units that report to the Vice President for Administration, Vice President for Advancement and The Vice President for Student Affairs and Dean Of Students.
- c. A student organization that is recognized by the University, and registered with the Office of Student Activities and Leadership Development.³

III. CRITERIA FOR SPONSORED EVENTS

The following conditions must be met:

- A. The potential for achieving the Trustees' objectives must be evident; actions of a group bringing a speaker on campus are subject to review by the University;
 - 1. All proposed events open to the entire campus community or general public shall be authorized by the appropriate vice president or designee.
 - 2. All appeals regarding a denial of authorization for an event shall be forwarded to the President for final review.
- B. The sponsoring group shall be required to outline its procedures for conducting the conference, seminar, or public meeting, assuring order, and providing for the realization of educational values;
- C. Each proposal for an outside speaker or campus event shall provide the following information along with the form attached in Appendix A:
 - 1. A description of the proposed event, including the proposed list of invited speakers, panelists or presenters; and the educational value to be derived from the speaker / event.
 - 2. Identify the proposed facility (facilities) to be used for the event.⁴
 - 3. Provide evidence that the event is supported with adequate and appropriate facilities including evidence that parking has been addressed with public safety.
 - 4. Provide evidence that there is provision for adequate and appropriate security including evidence that security issues have been reviewed with public safety.
 - 5. Provide evidence that normal classroom instruction will not be disrupted.
 - 6. Provide evidence that the source and amount of funds to be expended by the sponsor are clearly identified and the funds pre-approved to cover expenses.
 - 7. Provide cost estimates from Parking; Campus Security; Risk Management; Public Relations; and Scheduling of any anticipated extraordinary expenditures by the university to stage this event.
 - 8. Provide evidence that the issues of liability have been addressed with the office of risk management.
 - 9. Provide evidence that university relations has been made aware of the event to prepare appropriate news releases and media inquiries

³ Individual students and off-campus groups with student membership may not be authorized to use university facilities under this policy

⁴ See the Policy on Use of Buildings and Grounds of California State University, Fresno (APM)

10. Provide evidence that the scheduling office has been contacted and that the event, once approved, will be appropriately calendared and made available electronically to the university community
 11. A sponsor shall provide additional information regarding the proposed speaker(s) / event upon request.
- D. Posters and handbills may be used for announcements subject to posting and distribution regulations.

Approved by the President

November 18, 2003

**REQUEST FOR APPROVAL
UNIVERSITY SPONSORED SPEAKER OR EVENT**

Section I DESCRIPTION OF THE PROPOSED EVENT

- 1. Name of Unit Sponsoring Event _____
- 2. Individual Responsible for Event Coordination _____
- 3. Campus Extension 8- _____ Email _____@csufresno.edu
- 4. Description of Event (including title for the event; a statement of the anticipated educational value of the event; (Attach _____ additional information; proposed flyers; handouts)

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- 5. Proposed Date(s) for Event _____
- 6. Proposed Site(s) for Event _____
- 7. Name of Proposed Speaker(s); Presenter(s); Panelists or Other Participants in Event

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SECTION II

BUDGET INFORMATION / SOURCE OF FUNDS

1. Attach a separate sheet outlining proposed budget including identification of source of funds.
2. Attach a statement of cost estimates from Parking; Public Safety; Parking; Risk Management; University Relations; and Scheduling for any anticipated extraordinary expenditures by the university that will be needed for this event.

Section II CERTIFICATIONS:

1. This signature certifies that:
 - a. the sponsoring unit has discussed this proposed event with **Campus Police**. The Campus Police Chief is satisfied that all security issues surrounding this proposed event have been adequately addressed, has reviewed compliance with the campus Policy on Buildings and Grounds, and has provided a statement of the cost estimate for any anticipated extraordinary expenditure by Campus Police for this event.

(initials)

- b. the sponsoring unit has discussed potential liability issues with the **Director of Risk Management**. The Director of Risk Management is satisfied that all insurance and risk issues surrounding this proposed event have been adequately addressed and has provided a statement of the cost estimate for any extraordinary expenditure by Risk Management for this event.

(initials)

- c. the sponsoring unit has discussed this proposed event with **Director of Parking Services**. **Director of Parking Services** is satisfied that the Parking issues surrounding this proposed event have been adequately addressed and has provided a statement of the cost estimate for any anticipated extraordinary expenditure by Parking Services for this event.

(initials)

Director of Public Safety_____
Date

2. This signature certifies that the Office of University Relations has been given information regarding this proposed event and has the necessary information to address media inquiries / provide support for this proposed event and has provided a statement of the cost estimate for any anticipated extraordinary expenditure by University Relations for this event.

Assistant Vice President for University Relations_____
Date

- 3. This signature certifies that the Scheduling Office has been notified of this event and is ready to calendar the proposed event upon approval.

Scheduling Office Date

- 4. I certify that the above statements, including attachments, are a complete, accurate and true representation of the proposed event.

Event Coordinator Date

III. APPROVAL

- 1. I have reviewed the proposal, including the proposed budget, and

- recommend approval
- do not recommend approval

Division Head / Dean (College / School) Sponsoring the Event Date

2. FINAL APPROVAL

_____ I approve the proposed event.

_____ I do not approve the proposed event. (Attach a brief explanation)

Vice President Date