

Student Free Expression: Demonstration and Fixed Exhibit Form

Individual students or recognized student organizations intending to organize a demonstration are encouraged to notify the Office of the Dean of Students (DOS) two (2) business days before the demonstration.

Fixed exhibits, due to their unique nature, must be coordinated with the DOS in consultation with other stakeholders (Campus Reservations, Campus Safety, Facilities, etc.). Individual students or recognized student organizations wishing to sponsor a fixed exhibit must submit a request via LUCentral at least two (2) business days before installation.

Upon receiving this form as notification, a representative of the DOS will invite organizers to meet to discuss needs, resources, and avenues of support to ensure your event is successful. Notifications received fewer than two (2) days before the demonstration may be reviewed subject to staff availability; however, support and resources may be limited.

The following form is for students who wish to exercise their right to freedom of speech, expression, and assembly. To gain a comprehensive understanding of the policies associated with Student Free Expression, please familiarize yourself with the Community Standards Handbook (Article V, Section 507).

Please read all the instructions closely and fill out the form entirely.

Contact Information

First and Last name [Required]
e.g., John Doe

LUC ID Number [Required]
e.g., 00001234567

LUC email address [Required]
e.g., email@luc.edu

Best contact phone number [Required]
e.g., (773) 123-4567

What is a Demonstration or Fixed Exhibit?

A full description of the Student Free Expression: Demonstration and Fixed Exhibit Policy is located in the Community Standards Handbook (Article V, Section 507). Please familiarize yourself with the content to better understand all the policies and regulations concerning acceptable forms of demonstrating at Loyola University Chicago. Additionally, visit LUC.edu/dos for tips and guidelines to help plan and execute a successful demonstration. For your convenience the policy is also listed below:

507. Student Free Expression: Demonstration and Fixed Exhibit Policy

As an institution committed to social justice and higher education in the Jesuit tradition, Loyola University Chicago recognizes the importance of its role as a marketplace of ideas, where freedom of inquiry and open exchange of conflicting viewpoints is supported and encouraged. Such discourse is essential for the University to uphold the Jesuit mission of "service of faith and promotion of justice."

Accordingly, all Loyola students have the right to freedom of speech, expression, and assembly, including but not limited to timely demonstrations in response to current events. Students are free to express their views individually or in organized groups, on any topic, on all Chicago campuses, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. For the purposes of this policy, the term "demonstration" will refer broadly to the organized display of these rights.

Free expression may also take the form of fixed exhibits, such as ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; or flags, crosses, signs, or other items planted in the ground.

Demonstrations and fixed exhibits – regardless of the content or viewpoints expressed – are permitted on Loyola's Lake Shore and Water Tower campuses so long as they are orderly, lawful, and congruent with the standards below and all other policies within the Community Standards.

1. Demonstrations

The right of students to demonstrate on campus may not interfere with the rights of others to engage in and benefit from the educational programs and services of the University. Accordingly, demonstrations are subject to the following standards regarding the time, place, and manner in which they occur:

a. Time

Demonstrations must occur within the hours of normal operations for the facility or space in which they occur (if applicable). Buildings will not be kept open beyond regular hours to accommodate demonstrations. Demonstrations are prohibited during final exams.

b. Place

Demonstrations may not take place indoors with the exception of the Damen Student Center (LSC) and the Terry Student Center (WTC), or in any space that has been concurrently reserved by other members of the University community or guests. Demonstrations may not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building entry or exit points.

c. Manner

As a Jesuit institution, the manner in which Loyola students engage in civil discourse – regardless of content or viewpoints being expressed – is held to a high standard. Just as students are encouraged to engage in critical thought and social action, so are they expected to do so in a civil manner that honors the inherent dignity of all people, even those who may disagree.

Therefore, demonstrations may not take place in a manner that endangers the University community, violates the law, defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades the rights of others, or interrupts the functioning of the University. Additionally, demonstrations may not utilize amplified sound in a manner that substantially interferes with classes or other events in progress. Amplified sound may not be used inside any building at any time.

Additionally, demonstrators may not claim to speak for or otherwise represent the position of the University, unless officially sanctioned by the Dean of Students.

d. Notifications

Individual students or recognized student organizations intending to organize a demonstration are encouraged to notify the Office of the Dean of Students (DOS) two (2) business days before the demonstration. Upon receiving notification, a representative of the DOS will offer to meet with organizers to provide appropriate support and resources to mitigate risk and protect participants' rights. Notifications received fewer than two (2) days before the demonstration may be reviewed subject to staff availability; however, support and resources may be limited. This meeting is not an attempt by the University to censor or otherwise limit content or viewpoint, but rather to advise organizers regarding applicable standards for time, place, and manner. The Demonstration and Fixed Exhibit Form is available through LUCentral.

2. Fixed Exhibits

Fixed exhibits, due to their unique nature, must be coordinated with the DOS in consultation with other stakeholders (Campus Reservations, Campus Safety, Facilities, etc.). Individual students or recognized student organizations wishing to sponsor a fixed exhibit must submit a request via LUCentral at least two (2) business days before installation. Following receipt of this request, the sponsoring party must meet with a member of the DOS to discuss expectations, rights, responsibilities, and logistical considerations (time, place, and manner), which must be mutually understood and accepted. Requests will be considered without regard to content or viewpoint.

Prior to the installation of the fixed exhibit, sponsoring parties will receive written notification of the agreed upon parameters from the DOS, which will have the effect of policy. Fixed exhibits may only remain displayed for five (5) or fewer consecutive business days and may not be displayed during University holidays. The sponsoring party is responsible for any damage to university property resulting from the exhibit.

3. Accountability

Demonstrations and fixed exhibits that appear to violate this or other policies of the Community Standards may be interrupted or stopped at the direction of the Dean of Students or designee. Upon report of any possible violation of these or other policies of the Community Standards that takes place as part of a demonstration or fixed exhibit, participants, organizers, or sponsors may be subject to the student conduct process.

Choose One

What type of request are you making? [Required]

Valid input:

- Select only one choice.

Demonstration

Fixed Exhibit

Instructions for Demonstration Proposal

Instructions [Required]

Please read each question and fill out the information accordingly. The information collected will be used to provide appropriate support and resources to mitigate risk and protect participants' rights. The collection of this information is not an attempt by the University to censor or otherwise limit content or viewpoint, but rather to advise organizers regarding applicable standards for time, place, and manner.

Valid input:

- Select only one choice.

I have read and understand the information presented.

Demonstration

Name of Sponsoring Organization (if applicable)

Title/Name of Demonstration [Required]

Start/End Date of Demonstration [Required]

e.g., 8/26/16 - 8/27/16

What is the time duration of your demonstration? [Required]

e.g., 1:00-4:00pm

Description of Demonstration [Required]

Number of Demonstration Participants Anticipated [Required]

e.g., 80

Do you anticipate individuals who are not affiliated with the University participating in your event? [Required]

Answering yes to this question will not negatively effect your event, instead it will help determine appropriate resources to support your event.

Yes

No

Do you anticipate having media present at your demonstration? [Required]

Yes

No

Instructions for Fixed Exhibits

Instructions [Required]

Please read each question and fill out the information accordingly. Only fill out this section if you are requesting assistance with a Fixed Exhibit.

Please Note: Fixed exhibits, due to their unique nature, must be coordinated with the DOS in consultation with other stakeholders (Campus Reservations, Campus Safety, Facilities, etc.). Prior to the installation of the fixed exhibit, sponsoring parties will receive written notification of the agreed upon parameters from the DOS, which will have the effect of policy. Fixed exhibits may only remain displayed for five (5) or fewer consecutive business days and may not be displayed during University holidays. The sponsoring party is responsible for any damage to university property resulting from the exhibit.

Valid input:

- Select only one choice.

I have read and understand the information presented.

Fixed Exhibits

Name of Sponsoring Organization (if applicable)

Title/Name of Exhibit [Required]

Description of Fixed Exhibit [Required]

Be as detailed as possible. This section should include the purpose of event and any logistical needs for erecting the fixed exhibit.

Start/End Date for the Fixed Exhibit [Required]

Fixed exhibits may only remain displayed for five (5) or fewer consecutive business days and may not be displayed during University holidays.

e.g., 8/26/16 - 8/27/16

Next Steps

Follow-up meeting [Required]

Once this form has been submitted and reviewed, the organizer will be invited to meet with a representative of the Office of the Dean of Students to discuss the demonstration/ fixed exhibit plan.

Valid input:

- Select only one choice.

I have read and understand the information presented.

Statement of Understanding

Statement of Understanding [Required]

I have read and filled out the information to the best of my knowledge. I also am aware of and understand the Student Free Expression: Demonstration and Fixed Exhibit Policy, which is located within the Community Standards Handbook (Article V, Section 507).

Valid input:

- Select only one choice.

I Agree