



# **DU On-campus Student Demonstrations, Rallies & Protests (DRP) Guide**

Developed by working group led by Student Affairs & Inclusive Excellence (SAIE)

## **CONTEXT**

The University of Denver strives to be a great private university dedicated to the public good.

It exists at a dynamic intersection of competing stakeholder and societal interests and obligations.

As a large and complex organization with a defined function and legal responsibilities, the University has established policies and procedures to safeguard its educational and larger operational processes, and to protect individual and institutional rights and property, and the safety of all members of the University community. To those ends, and as a private landowner, the University reserves the right to regulate time, place, and manner of campus activities so that the institutional mission, daily functions, and safety are not compromised.

And, as an educational institution, we are fundamentally committed to the benefits of the robust engagement of a range of facts and information, and of diverse experiences and opinions, through varied modes of inquiry and expression. We recognize and value the difficult tensions between the long tradition of academic freedom, larger free thought and speech rights, and the personal and social responsibilities we all hold when exercising them.

Other documents, such as the DU Faculty Senate's Freedom of Expression statements ([www.du.edu/facsen/archive](http://www.du.edu/facsen/archive)), detail more about the University's unique opportunities and challenges at this crossroads.

## **GOAL**

Therefore, the University has established the following framework for on-campus, student demonstrations, rallies and protests, seeking to balance the rights and the responsibilities of all involved. (Faculty, staff, and external organizers should visit

<https://events.du.edu/internal-events> for general information regarding planning events on campus.)

ALL campus events and activities are governed by relevant policies, procedures, and the University officials charged with upholding and enforcing them. In most ways, demonstrations, rallies and protests (collectively “demonstrations”) are like any other campus event, and will be handled as such. Below, we have highlighted event coordination considerations that are of particular relevance for student demonstrations, as a framework for organizers. But, this is NOT a comprehensive list of all expectations or resources. (Some such other resources are referenced below.)

## ORGANIZERS

The University wants to support event organizers’ being informed about resources and restrictions, and so offers the following opportunities for consultation:

There may be multiple groups and individuals sponsoring and organizing events, some of whom may be more or less involved and/or present at the event itself. To improve clear lines of communication between organizers and the University, the organizers should designate a single, specific Contact Person for the demonstration. The person must be:

- a current DU affiliate (student, staff and/or faculty);
- present and contactable through the entire event (including set-up and breakdown);
- knowledgeable about all aspects of the event planning and implementation; and
- in a position of authority to speak on behalf of event organizers, if not to make decisions for the event.

Similarly, the University can designate a specific Staff Liaison for the event, in addition to any Campus Safety or other service providers present. The Staff Liaison will also be present for the duration of the event, and is the organizers’ point of contact for general questions or concerns.

The event Contact Person, Staff Liaison, and other key representatives should meet in advance of the event for an OPERATIONS PRE-MEETING. (Ideally this will occur five days or more before, and at least two business days before, the planned event date.) While there is no formal approval process for demonstrations (vs other campus events), the Pre-Meeting allows everyone to make introductions, exchange contact information, review details of the event including logistics, and discuss mutual expectations and boundaries for the safety of everyone involved.

The Staff Liaison can also organize a post-event Debrief Meeting to allow key players to discuss how the event went, process improvements for the future, etc. (As with the Pre-Meeting, this would not be about the content of the demonstration, but the event process itself.)

Even with these resources, it remains the responsibility of the event organizers to make all necessary arrangements for the event, and to make participants aware of all applicable expectations. The Staff Liaison and other campus service representatives are not responsible for handling event planning or implementation duties for the organizers.

A summary checklist of DRP organizing steps is included in these Guidelines as Appendix A.

## PARTICIPANTS

Given the nature of demonstrations, rallies and protests, it can be difficult to anticipate accurately who specifically and how many people will attend. But smart organizers will plan for who they want (in line with event goals), and for various sizes. Who and how many people do you want to attend?

If you contact off-campus media, or anticipate they may be notified, interested or attending, you are expected to give DU MarComm Media Relations a heads up (check contact at [www.du.edu/marcomm/team](http://www.du.edu/marcomm/team)) as that office is responsible for engaging media on behalf of the University. Students and most employees cannot speak for the University.

As always:

- DU students, staff, faculty and certain other affiliates are expected to carry their DU ID cards at all times when on campus, as proof of their affiliation.
- DU affiliated individuals, units, and organizations are responsible for the actions of their guests. Hosts are responsible for informing attendees, especially non-affiliates, of relevant policies and procedures, and for assisting University officials in ensuring their guests' cooperation. (Appendix B of these Guidelines is a brief handout that you can provide to your guests, overviewing information and expectations. Consider offering it as part of participant check-in described above.)

## DAY-OF ACTIVITIES

A specific focus and clear order of action – including clear event kickoff and wrap-up plans – can help best attract and manage participants toward event goals within the relevant University framework. Even if you need to be flexible on some details, knowing who is speaking/performing, when, for how long, and in what order (for example) can help you prepare materials, keep the event flowing smoothly, and thereby best engage your participants!

Below are some considerations for planning and allowing specific activities as part of your event:

### Amplification

- Given its potential for impact on normal campus operations, amplified music/speech (including bullhorns) must be discussed ahead of time; and its use may be curtailed by University officials if day-of impact is too disruptive.

### Maintaining Access

- The University reserves the right to restrict event activities and participants to/from specific indoor and/or outdoor spaces to prevent disruption of other University operations and to protect public safety.
- Therefore, University officials may place limitations on where groups can congregate or move, such as keeping sidewalks clear, minimum distances from building entrances, etc. These will be discussed at the Pre-Meeting, but may be adjusted based on day-of impact demands.
- Events, activities and/or participants that disrupt University operations, or that violate policies or official instructions may be moved, ended, removed from campus, etc.
- Groups may not block the flow of traffic along walkways, streets, hallways, or access to building entrances. When outside, this includes remaining at least 100 feet away from doors so that everyone has safe entry and exit of buildings.

At all times DU is a weapons, tobacco, and drug (including marijuana) -free campus. Use of drones, other automated aircraft, and disguises that obscure identity is largely prohibited. Check Resources section below for links to some other applicable policies and related resources.

## LOCATION & LOGISTICS

As is expected of all campus events, organizers should secure a campus location in advance using existing reservation systems. (Keep in mind that requesting a space is not securing it; the reservation must be confirmed.) This is so that you do not interfere with others' planned use, or they, yours.

For its central location, easy access, high visibility, participant capacity, and relatively fewer restrictions (vs indoor and other outdoor locations), the Campus Green is the suggested venue for on-campus demonstrations, rallies and protests. As for any other event, the Green must be reserved in advance (via [25Live](#) online system or through the Office of Student Engagement), and its use comes with certain agreements by all involved.

For events that will use or occur on city sidewalks or streets adjacent to the DU campus, organizers

must make appropriate permit arrangements with the City and County of Denver ([www.denvergov.org/content/denvergov/en/transportation-infrastructure/get-help/specialevents.html](http://www.denvergov.org/content/denvergov/en/transportation-infrastructure/get-help/specialevents.html)), and adhere to applicable ordinances.

Organizers should also consider whether and how to provide food/water, bathrooms, parking, sales/vending, amplification, etc. The Office of Student Engagement provides resources useful in preparing various other logistics, offering relevant regulations and resources for each.

## QUESTIONS?

For additional information, follow referenced links above, and/or contact the Office of Student Engagement, in in Community Commons 3200, <https://crimsonconnect.du.edu>, phone 303.871.3111 or email [studentengagement@du.edu](mailto:studentengagement@du.edu)

## CAMPUS POLICIES (select)

- Honor Code, including Student Rights and Responsibilities: [www.du.edu/studentlife/studentconduct/honorcode.html](http://www.du.edu/studentlife/studentconduct/honorcode.html)
- University of Denver Policy Library: [www.du.edu/policy/find-policy](http://www.du.edu/policy/find-policy) including:
  - o Speaker and Public Events
  - o Tobacco-Free Campus
- Non-discrimination and harassment policies: [www.du.edu/equalopportunity/policies-procedures](http://www.du.edu/equalopportunity/policies-procedures)
- Freedom of Expression Statement: [www.du.edu/facsen/archive](http://www.du.edu/facsen/archive) COVID-19 Protocols: [www.du.edu/coronavirus/operations/protocols](http://www.du.edu/coronavirus/operations/protocols)

## APPENDICES FOLLOW:

- A. DU On-Campus Student Demonstrations, Rallies & Protest
  - a. (DRP) Organizing Checklist
- B. DU Campus Visitors' Event Rights & Responsibilities (quartersheet handout template)

## **DU On-Campus Student Demonstrations, Rallies & Protest (DRP) Organizing Checklist**

This checklist summarizes expectations, best practices, and resources more fully detailed in the DU Student Demonstrations, Rallies & Protests Guidelines (URL at page bottom).

### **BEFORE EVENT**

- ☐ Notify Office of Student Engagement (OSE) of intended DRP
- ☐ Secure an appropriate location through existing reservation systems
- ☐ Designate a single specific event Contact Person to be liaison
- ☐ Have Operations Pre-Meeting with DU Staff Liaison at least two business days before the event
- ☐ Create a specific goal and clear order of action for the event
- ☐ Notify Conference & Event Services staff of invited speakers
- ☐ Notify DU MarComm Media Relations of possible off-campus media presence/interest
- ☐ Make other necessary arrangements for the event, including but not limited to:
  - Bad weather backup location
  - Check-in, Rights & Responsibilities notice process for non-affiliates
  - Bathrooms
  - Parking & transit
  - Sales & vending
  - Sound amplification
  - Food & water

### **AT EVENT**

- ☐ Contact Person connects with DU Staff Liaison on site, at least at the beginning and end of event, and as needed throughout
- ☐ Make participants aware of applicable expectations (including safety policies)
  - Consider printing and distributing Campus Visitors' Event Rights & Responsibilities hand-outs
- ☐ Coordinate with DU Staff Liaison, Campus Safety and other service providers

### **AFTER EVENT**

- ☐ Attend optional Post-Event Debrief Meeting with DU Staff Liaison

#### **NOTE:**

- All campus events, affiliates and guests are governed by relevant University policies, procedures, and the officials charged with upholding and enforcing them.
- This checklist is not a complete list of event planning steps or resources.
- For the full DU Student Demonstrations, Rallies & Protests Guidelines, check under Event Planning Resources in CrimsonConnect or contact the Office of Student Engagement

## **Campus Visitors' Event Rights & Responsibilities**

DU welcomes you to our campus, to participate actively, and to share and learn together!

Recognizing everyone's interest in a safe and positive experience, we also expect certain levels of respectful behavior from all affiliates and guests.

Please note the following opportunities and expectations for your time with us:

Relish and Enjoy the campus! YOU CAN...

- Attend open events, including demonstrations, rallies, and protests.
- Share your thoughts and opinions in constructive ways.
- Snap and share pics and videos of public spaces and activities.
- Gather information about additional programs, events and resources.
- Expect respect and clear guidelines from University officials during events.

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### Respect and Share the campus! YOU SHOULD...

- Keep sidewalks, stairs, ramps, roads, and building exits clear.
- Use provided trash, recycling and compost bins.
- Know that:
  - DU is tobacco- and weapons-free. Smoking/vaping of any kind is limited to public street sidewalks.
  - Marijuana and related materials are entirely prohibited. ○ Alcohol is limited to approved events/locations, and to users of legal age.
  - Drones and disguises that obscure identity are restricted.
  - Your host student, employee and/or organization can be held responsible for your actions.

Follow the instructions of event hosts, posted signs, University officials

As a private institution, DU reserves the right to restrict event activities and participants to/from specific indoor and/or outdoor spaces, in order to prevent disruption of University operations, and to protect individual and institutional rights and property, and overall public safety. Off-campus spaces (public sidewalks, streets, and other private property) are subject to the City and County of Denver use guidance and enforcement.

In case of emergency, seek a blue-uniformed Campus Safety officer, blue-light phone, or call **303.871.3000**

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