

# On-Campus Demonstration and Protest Procedures

## CONTEXT

The University of Denver (“University”) is committed to an environment where the open expression of ideas and open, vigorous debate and speech are valued, promoted, and encouraged.

As a large and complex organization with a defined function and legal responsibilities, the University has established policies and procedures designed to safeguard its educational and larger operational processes, 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.

## GOAL

These procedures are designed to help organizers of demonstrations and protests (collectively, “demonstrations”) to plan their event in a manner that enables free expression while preserving safety and university operations.

All campus events and activities are governed by relevant policies, procedures, and the University officials charged with upholding and enforcing them. To the extent that these procedures conflict with official University Policy, such policy will control.

In most ways, demonstrations are like any other campus event and will be handled as such. Provided below are event coordination considerations that are particularly relevant for demonstrations. This document is NOT a comprehensive list of all expectations or resources for event organization. (Some such other resources are referenced below.)

## ORGANIZERS

There may be multiple groups and individuals sponsoring and organizing demonstrations, with varying levels of involvement. To provide clear lines of communication between organizers and the University, the organizers must designate a single, specific primary Contact Person for the demonstration, and a designated backup Contact Person. Each contact 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.

## EVENT REGISTRATION AND PLANNING

Except in instances in which a demonstration is authentically spontaneous,<sup>1</sup> all demonstrations must be registered in advance by organizers to facilitate the success and safety of the event.

The process for registration of the demonstration depends on the organizer. To initiate the registration and planning process, organizers should contact the relevant office preferably two weeks but **at least five (5) business days before** the planned event:

- Registered Student Organizations (RSO): Office of Student Engagement
- For staff organizers: Human Resources and Inclusive Community
- For faculty organizers: Office of the Provost
- For school/college-based student organizations: respective Deans' office

After interfacing with the relevant supporting office, organizers must (1) reserve space through the appropriate system (i.e., 25Live), and then (2) register the event in CrimsonConnect. A space reservation does not constitute the event registration. (See below for more information on space reservations.)

When registering a demonstration, organizers must be candid and forthcoming with the University regarding the plans for the event, including but not limited to the following:

- The title of the demonstration
- The subject/purpose of the demonstration
- The identity of any speakers
- Start and end times and date for event
- Preferred location for event
- All event sponsors, regardless of whether such sponsors are affiliated with the University
- Whether the event is likely to attract dissent or counterprotest by community members opposed to the event
- Whether amplified sound (bullhorn, microphone, speaker, etc.) may be used
- Anticipated number of attendees
- Structures, art, or signs planned to be used
- Whether organizers want approval for the use of open flames (ex: candlelight vigil)
- Whether non-affiliated individuals are being invited or encouraged to attend (whether directly or indirectly)

---

<sup>1</sup> Spontaneous demonstrations are discussed below and are limited to the designated outdoor space.

**The University evaluates requests for reservations on a viewpoint-neutral basis** and does not make decisions on those requests based on the content of the demonstration or event or the viewpoint of any speaker unless such content would otherwise violate University policy. The University may consider organizer or sponsor's prior policy compliance when deciding whether to approve the request.

The University can designate a specific Staff Liaison for the event, in addition to any Campus Safety or other service providers present. **Campus Safety personnel and the Staff Liaison (or their designees) must have access to all areas of the demonstration for the duration of the event** and will ordinarily also be present for the duration of the event. The Staff Liaison serves as the organizers' point of contact for general questions or concerns, and a designated Campus Safety official will serve as the point of contact for security planning.

The demonstration's Contact Person, Staff Liaison, and other key representatives are expected to meet in advance of the event for an OPERATIONS PRE-MEETING. (Ideally this will occur five days or more before, but at least two business days before, the planned event date.)

The Pre-Meeting allows organizers and representatives from the relevant University offices to make introductions, exchange contact information, review details of the event including logistics, and discuss mutual expectations for the safety of everyone involved and the continuity of University operations.

The University has responsibility for determining, and has authority to direct, the nature and extent of physical safety measures. In exercising this authority, the University may take actions including, but not limited to, relocating a demonstration or event's location, changing its timing, employing safety equipment or protocols, implementing ticketing or identification checks at the demonstration or event, and/or restricting the demonstration or event to certain segments of the Community (e.g., only Students and Employees).

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 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 demonstration organizing steps is included in these Procedures as Appendix A.

## LOCATION & LOGISTICS

Indoor and outdoor locations are available for demonstrations, although the University's [Interim Policy on Demonstrations, Protest, and Free Expression](#) has defined Restricted Locations that are generally not available for demonstrations, absent specific advance approval by the Provost (or Provost's designee).

As is expected of all campus events, organizers must secure a campus location in advance using existing reservation systems (i.e., 25Live). Across all University spaces and processes, this space reservation request requires identifying a clear, University host individual, organization or office. Organizers should be mindful that **submitting a space request does not secure the location for use; the reservation must be confirmed.**

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. But the University reserves the right to designate another space for the demonstration. As for any other event, the Green must be reserved in advance via 25Live.

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 must contact Campus Safety regarding their request and provide the University proof of a valid permit.

Organizers should also consider whether and how to provide food/water, bathrooms, parking, sales/vending, amplification (if approved by the University), etc. Conference and Event Service and other appropriate University offices can provide resources useful in preparing various other logistics, offering relevant regulations and resources for each.

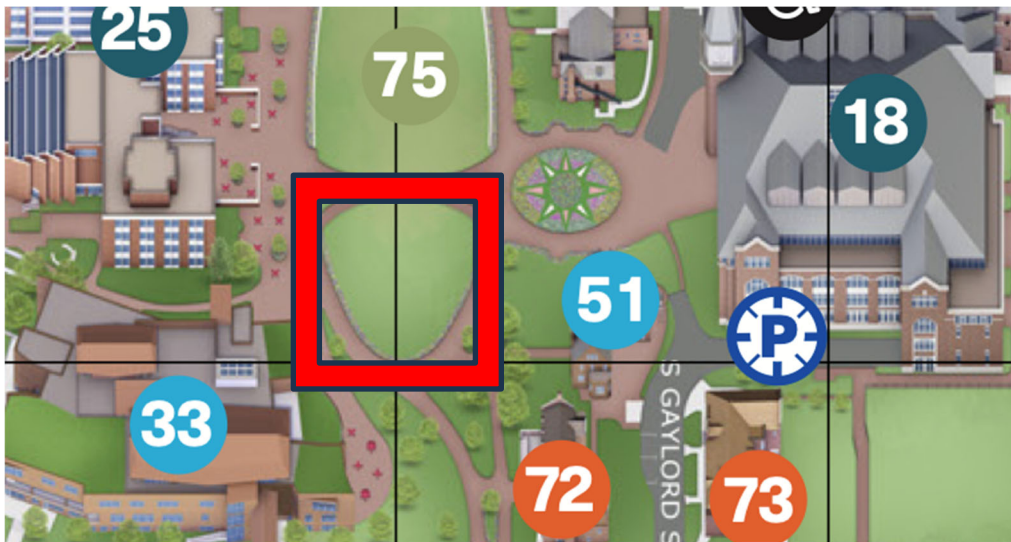
### Timing

Absent specific advance approval by the Provost and Campus Safety, all demonstrations must conclude by 10:00 p.m.

### Spontaneous Demonstrations

The University permits spontaneous, non-disruptive demonstrations. Spontaneous demonstrations are those that do not have advance registration or space reservation. Such demonstrations are restricted to Campus Green South (see below), unless the Campus Green is otherwise reserved or in use for a previously-scheduled event.

**Spontaneous demonstrations are never allowed indoors.**



If the Campus Green is occupied, then spontaneous demonstrations must occur on Carnegie Green West.

In the event that the University determines that a demonstration must be relocated to allow for previously scheduled activities, or to facilitate the continuity of University operations and functions, the University will direct the demonstration to another location, and participants must comply with such direction.

Protests that involve remaining in any space or area for longer than 6 hours, including but not limited to camping, are never considered “spontaneous” and must follow registration requirements.

All demonstrations, including spontaneous ones, remain subject to University policies and must have a designated, identifiable Contact Person (see “Organizers” above at Page 1) who is present throughout the event.

### **Camping**

Under the University’s [Interim Policy on Demonstrations, Protest, and Free Expression](#), demonstrations that may involve camping (including erection of tents, sleeping, or occupying an outdoor location overnight), must be registered with the University and must be approved in advance. The Provost (or designee) has authority to approve or deny such requests.

As of August 16, 2024, the University has suspended the approval process for demonstrations involving camping, and no registration requests for camping protests will be approved by the University.

As a result, protests that involve camping are not permitted and attempts to engage in this manner of demonstration or protest will be a violation of University Policy.

## **PARTICIPANTS**

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

Organizers should anticipate that events advertised on social media may attract unaffiliated attendees.

Organizers who contact or intend to contact off-campus media, or anticipate they may be notified, interested or attending, are expected to give DU MarComm Media Relations advance notice (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 on behalf of 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 and must show their DU IDs upon request of a University Official.
- DU affiliated individuals, units, and organizations are responsible for the actions of their guests. Organizers are responsible for informing attendees, especially non-affiliates, of relevant policies and procedures, and for assisting University officials in ensuring attendees' cooperation. (Appendix B of these Procedures is a brief handout that you can provide to your guests, overviewing information and expectations. Consider offering it as part of participant check-in.)

## **DAY-OF ACTIVITIES AND CONDUCT EXPECTATIONS**

To support free expression, safety, and the operations of the University, all event participants are prohibited from:

- Interfering with the ability of other community members to engage in free expression;
- disrupting a meeting or event in a manner that impedes the ability of attendees of that meeting or event to participate, including through excessive noise, continually interrupting a speaker, or preventing an audience from seeing, hearing, or otherwise engaging with a speaker during a meeting or event;
- creating undue hardship that substantially impedes a community member's ability to engage in free expression, such as unreasonable space reservation or usage policies;
- violating any federal, state, local or other applicable law (e.g., gaining unauthorized access to restricted areas, refusing to leave an area if instructed, defacing of public and/or private property, violating fire codes, etc.);
- violating any University Policy;
- interfering unreasonably with the activities or rights of other persons. Factors that the University may consider in determining whether conduct is reasonable

include, but are not limited to, the time of day, size of audience, and noise level;

- interfering with the operations of the University;
- holding demonstrations under circumstances where the health or safety of persons is endangered;
- knowingly interfering with unimpeded movement in a University location (ex: preventing access to a building, impeding pedestrian or bicycle traffic, blocking fire lanes, or blocking any entrances or exits in a way that creates safety concerns);
- injuring persons, damaging property, or threatening to cause such injury or damage;
- using or threatening violence or force, or encouraging others to use or threaten violence or force;
- engaging in harassment, as defined by state law or University Policy;
- and/or violating reasonable noise levels.

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 and approved by the Staff Liaison in advance. Even if amplification is approved, its use may be curtailed by University officials if day-of impact is too disruptive.

### **Fire and Open Flames**

- Events cannot include fires or open flames (including lit candles) without advance approval by the Staff Liaison and Campus Safety. Such approval may be subject to implementation of fire safety precautions.

### **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.
- 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. Possession or consumption of alcohol at a demonstration is prohibited unless specifically authorized by the University for the particular event. Use of drones, other automated aircraft, and disguises that obscure identity are prohibited.

Check the Resources section below for links to some other applicable policies and related resources.

## QUESTIONS?

For additional information, follow referenced links above.

- Students can also 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)
- [Faculty and staff can contact Human Resource](#)
- [Non-affiliates can contact Conference and Event Services](#)

## CAMPUS POLICIES (not exhaustive)

- Honor Code: <https://studentaffairs.du.edu/student-rights-responsibilities/honor-code>
- University of Denver Policy Library: [www.du.edu/policy/find-policy](http://www.du.edu/policy/find-policy) including:
  - Interim Policy on Demonstrations, Protest and Free Expression
  - Speaker and Public Events Policy
  - Tobacco-Free Campus
  - Weapons on Campus
  - Campus Violence
  - Face Coverings
  - Possession, Use, or Distribution of Controlled Substances
  - Freedom of Expression
- Non-discrimination and harassment policy: [www.du.edu/equalopportunity/policies-procedures](http://www.du.edu/equalopportunity/policies-procedures)

## APPENDICES FOLLOW:

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



## DU On-Campus Demonstration and Protest Organizing Checklist

This checklist summarizes expectations, best practices, and resources more fully detailed in the DU Demonstration & Protest Procedures.

### BEFORE EVENT

- Notify relevant office (Office of Student Engagement (OSE) for students, HRIC for staff, Office of Provost for faculty) of intended demonstration
- Secure an appropriate location through existing reservation systems (25Live)
- Register the event through CrimsonConnect
- Designate a single, identified Contact Person and backup contact person to be liaison
- Have Operations Pre-Meeting with DU Staff Liaison and, where appropriate, Campus Safety at least two business days before 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 (if approved by the University)
  - Food & water

### DURING 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.

**Campus Visitors' Event  
Rights & Responsibilities**

DU welcomes you to campus! Recognizing everyone's interest in a safe and positive experience, we also expect appropriate 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.

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

- Keep sidewalks, stairs, ramps, roads, and building exits clear.
- Use provided trash, recycling and compost bins.

continued on back →→→

**Campus Visitors' Event  
Rights & Responsibilities**

DU welcomes you to campus! Recognizing everyone's interest in a safe and positive experience, we also expect appropriate 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.

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

- Keep sidewalks, stairs, ramps, roads, and building exits clear.
- Use provided trash, recycling and compost bins.

continued on back →→→

**Campus Visitors' Event  
Rights & Responsibilities**

DU welcomes you to campus! Recognizing everyone's interest in a safe and positive experience, we also expect appropriate 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.

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

- Keep sidewalks, stairs, ramps, roads, and building exits clear.
- Use provided trash, recycling and compost bins.

continued on back →→→

**Campus Visitors' Event  
Rights & Responsibilities**

DU welcomes you to campus! Recognizing everyone's interest in a safe and positive experience, we also expect appropriate 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.

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

- Keep sidewalks, stairs, ramps, roads, and building exits clear.
- Use provided trash, recycling and compost bins.

continued on back →→→

Know that DU prohibits:

- Tobacco (including smoking and vaping) on campus
- Marijuana and related materials
- Discrimination and harassment
- Physical violence
- Drones
- Disguises that obscure identities

Also know that:

- Alcohol is limited to approved events/locations, and to users of legal age.
- 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**

Know that DU prohibits:

- Tobacco (including smoking and vaping) on campus
- Marijuana and related materials
- Discrimination and harassment
- Physical violence
- Drones
- Disguises that obscure identities

Also know that:

- Alcohol is limited to approved events/locations, and to users of legal age.
- 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**

Know that DU prohibits:

- Tobacco (including smoking and vaping) on campus
- Marijuana and related materials
- Discrimination and harassment
- Physical violence
- Drones
- Disguises that obscure identities

Also know that:

- Alcohol is limited to approved events/locations, and to users of legal age.
- 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**

Know that DU prohibits:

- Tobacco (including smoking and vaping) on campus
- Marijuana and related materials
- Discrimination and harassment
- Physical violence
- Drones
- Disguises that obscure identities

Also know that:

- Alcohol is limited to approved events/locations, and to users of legal age.
- 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**