

Office of Student Leadership and Engagement



Campus Demonstration Proposal Form

SPONSORING HOFSTRA ORGANIZATION or HOFSTRA STUDENT

Date of Request: _____

Name of Sponsoring Hofstra Organization(s) or Student:

Student Contact Name: _____ HU ID#: _____

Contact PRIDE Email Address: _____

Contact Phone Number: _____

Demonstration Date: _____

Start Time: _____ End Time: _____

Location: _____

Expected number of Hofstra student participants: _____

Attach the following items to this proposal:

- Description of event Diagram of event setup

Student Contact Signature: _____ Date: _____

Completed proposal forms and supplemental materials must be submitted by the sponsoring organization or individual contact person to the Office of Student Leadership and Engagement in Room 244 of the Mack Student Center a minimum of five (5) days prior to the proposed demonstration date.

Please note: All campus demonstrations must comply with all applicable laws, rules, regulations, executive orders, and University policies outlined by [Community Standards](#).

REVIEW & APPROVALS

Required signatures in the order that review must occur:

1. Executive Director, OSLE: _____ Date: _____

2. Dean of Students: _____ Date: _____

3. Public Safety: _____ Date: _____

Please return to the Office of Student Leadership and Engagement in Room 244 of the Mack Student Center.

CAMPUS DEMONSTRATION POLICY

This policy sets forth the University procedures that govern student demonstrations. Through its policy on Academic Freedom for Hofstra students, the University recognizes that in their pursuit of knowledge, critical thinking and understanding, students should be free to enjoy open-minded inquiry both inside and outside the classroom. Hand in hand with this freedom comes the obligation of all members of the University community to act in a manner that is orderly, peaceful and non-disruptive to the regular activities of the University.

There may be occasions when students may choose to organize a demonstration on campus to share their views on a topic including but not limited to public awareness events, vigils, processions, etc. Registered Hofstra University students and recognized student organizations may engage in peaceful demonstrations pursuant to this policy. The regulation of time, place, and manner for all campus demonstrations is a legitimate and necessary obligation of the University to ensure that the necessary activities of the University are free from unreasonable disruption. Therefore, any registered Hofstra University student(s) or student organization that wishes to hold an on-campus demonstration must fill out a Campus Demonstration Proposal Form at least five (5) days prior to the proposed demonstration and return it to the Office of Student Leadership and Engagement, Room 244 in the Mack Student Center. This form can be found on the OSLE Policies & Procedures pages of the Hofstra website.

The Office of Student Leadership and Engagement will work in conjunction with the Assistant Vice President of Student Enrollment, Engagement, and Success and Public Safety on both the review and approval of the demonstration. Registration of a campus demonstration by the University does not imply acceptance or endorsement by the University of the views expressed. Participation is limited to registered Hofstra students and employees only.

In planning a demonstration, the organizers and participants must observe regulations pertaining to the use of campus facilities and outdoor spaces as well as policies listed here in the Guide to Pride and [Faculty Policy Series #12](#) and [#12A](#). Whether in a reserved location, or anywhere else on campus, it is a violation of this policy to:

1. Physically hinder entrances to, exits from, or passageways within, or cause damage to, any University building, property or other structure, or hinder the normal flow of pedestrian or vehicular traffic into or on the campus.
2. Create a volume of noise that prevents members of the University community from performing their normal campus activities. Bullhorns are not permitted inside University buildings and may not be permitted outside where it interferes with the activities of the University community.
3. Prevent or attempt to prevent the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, or public events.
4. Employ force or violence, or constitute an immediate threat of force or violence, against persons or property. Possession or use of firearms, ammunition, fireworks, explosives, dangerous chemicals, open flames, candles, torches or other weapons as part of a campus demonstration is strictly prohibited.
5. Otherwise act in a manner that disrupts the regular and essential operations of the University.

The University reserves the right in its discretion to cancel demonstrations in the event of any such violations. In addition, failure to comply with reasonable instructions provided by Public Safety or other University officials prior to or during a campus demonstration may result in the demonstration being cancelled or dispersed and may subject those involved to student disciplinary proceedings. It is the responsibility of the demonstration organizer to educate participants about these guidelines and to immediately report any disorderly conduct to Public Safety.

OSLE OFFICE USE ONLY

Date received: _____ Proposal materials complete: Yes No

Date sent for review: _____ Date returned to OSLE: _____

Result: Approved Denied Reason: _____

Organizer notification date: _____ Method: _____

Comments: _____