

Campus Demonstration Proposal Form

Name of Sponsoring Hofstra Organization(s) or Student: _____

Student Contact Name: _____ Date of Request: _____

HU ID#: _____ Contact Pride Email: _____@pride.hofstra.edu

Start Time: _____ End Time: _____ Demonstration Date: _____

Location: _____

Expected number of Hofstra student participants: _____

- Description of event
- Diagram of event setup

- Hofstra Hall: common hour - Mondays and Wednesdays from 1pm - 2:25pm
- Pride Park: between the hours of 9am- 9pm but no more than 3 hours per request

☐ All forms of advertisement including emails, fliers, social media posts, hash tags, and web links *(do not market your event prior to receiving event approval)*.

☐ Are you requesting amplified sound: Yes No

If Yes, please explain. _____

Additional Consideration Requests (if so, please explain): _____

****If approved, you must meet with the Executive Director of OSLE and your advisor at least two (2) days prior to the scheduled event. Otherwise, your event will be cancelled. Once you receive approval, please email your advisor to schedule this meeting. Students will then meet with the Dean of students or designee to review their role as community members.***

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 the Code of Conduct.

Required signatures in the order that review must occur:

1. Executive Director, OSLE: _____ Date: _____

2. Dean of Students: _____ Date: _____

3. Public Safety: Date: _____ 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 Dean of Students 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](#). 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. Any use of amplified sound must be approved through the Campus Demonstration Proposal Form and can be denied at the discretion of the University. If approved, all use of amplified sound will be provided and managed by the University. The use of amplified sound will not be permitted on South Campus.
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, poles, sticks or objects that may be deemed harmful and or other weapons as part of a campus demonstration is strictly prohibited.
5. Wearing a facial covering or disguise that obscures any part of the face or prevents recognition.
6. Constructing structures, of any kind, on-campus.
7. Conducting a demonstration at an unapproved location.
8. Conducting a demonstration outside of the approved time period.
9. Otherwise acting in a manner that disrupts the regular and essential operations of the University.

In order to facilitate the safe conduct of demonstrations on campus, the University has adopted the provisions set forth below:

- The University has designated locations for demonstrations to ensure minimal disruption to the operations of the campus community.
 - Hofstra Hall: common hour - Mondays and Wednesdays from 1pm-2:25pm
 - Pride Park: between the hours of 9am- 9pm but no more than 3 hours per request
 - Additional considerations may be made on a case-by-case basis.
- Demonstrations can be held up until the last day of undergraduate classes but cannot be held on study days or exam periods.
- All participants must be prepared to show proper identification if prompted by University officials.

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 under the Code of Conduct. 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: _____