

**BARRY UNIVERSITY  
STUDENT PROGRAM PLANNING GUIDELINES AND  
PROCEDURES REGARDING  
SPEAKERS, PRESENTATIONS AND ENTERTAINMENT**

<b>Approved by:</b>	President's Cabinet
<b>Approval Date:</b>	October 20, 2020
<b>Additional References:</b>	Use of University Facilities; Posting and Publicity Policy; Guidelines for Political Events and Activities

## **Article I: Introduction**

Barry University (the University), a Catholic Dominican institution of higher education, believes that fostering dialogue across a range of divergent opinions is fundamental to developing the intellectual vitality and social awareness of its students. As such, the University commits to the responsible presentation and critical examination of a variety of ideas through respectful dialogue. Speakers, presentations, entertainment and related events (“Programs”) are a vital element of fostering dialogue and developing social awareness.

The University values the individual right of students to express their own beliefs and explore the views of others as part of their educational experience. These guidelines are in place to help align these opportunities with our Catholic identity, Dominican tradition, and University Mission and Core Commitments.

The time, place, and manner of exercising speech on campus for events planned by students and recognized Clubs and Student Organizations (CSOs) is subject to University policies and procedures. The University

reserves the right to review programs proposed by students and recognized CSOs. The University also reserves the right to reject or alter programs that the University deems to be inconsistent with its Mission and Core Commitments. A balanced program, one that includes the presentation of opposing viewpoints, may be necessary to provide a more complete educational experience and understanding of the subject matter.

## **Article II: Purpose**

The purpose of these guidelines and procedures is to assist students and CSOs who seek to plan, host or sponsor a program at the University, such that: (a) the freedom to pursue truth may flourish; (b) the opportunity to exchange ideas will not conflict with the rights or safety of others in the University community, or interfere with the University's Mission, Core Commitments, responsibilities, and role as an institution of higher education; and (c) the teachings of the Catholic Church will always be respected, even when examined.

## **Article III: General Guidelines**

These guidelines focus on the pursuit of truth and how that pursuit is to be expressed. In providing guidance, this policy integrates concepts of inquiry, expression, dialogue and the exchange of ideas with the expectation of

personal and social responsibility. The time, place and manner of exercising speech or expression of content is subject to these adopted Guidelines and Procedures.

The University is committed to presenting fair and accurate information about relevant global, national, state, and local events. The University reserves the right to review proposed programs, and reserves the right to reject or alter, in whole or part, programs that the University deems to degrade the University's identity (Catholic and Dominican) Mission and Core Commitments. There may be situations where Programs are examined in light of the University's Core Commitments and restrictions may be needed on content or expression.

Examples of programs that the University will not approve include those deemed to encourage, celebrate or glorify hatred, violence, abusive behavior, religious intolerance, irresponsible drug and alcohol use, and the objectification of human beings.

Additionally, the University will not approve any program that cannot be held in a safe, orderly and respectful manner, in adherence to University policies and procedures, and without significant interference to other University events or normal functions.

In the interest of a free and respectful exchange of divergent opinions, the University reserves the right to restrict groups or speakers to a classroom environment with the sponsorship of a faculty member or to require that the program take place within a dialogue, debate, panel discussion, or other format that assures expression of varying viewpoints.

These guidelines and procedures are set forth so students and/or CSOs may be successful in planning and implementing a program.

1. Advance approval by the University (refer to *Article IV: Procedures*) must be obtained before program planning.
2. Students and/ or CSOs should solicit the input of their student peers before presenting a program proposal for approval.
3. All speakers or outside groups must be hosted and/or sponsored by CSO, an academic department, administrative office, and/or officer of the University.
4. All programs featuring speakers should offer a question and answer period, unless this is not possible.
5. At the beginning and conclusion of the program, the University reserves the right to have a University representative state that the views

- expressed by the speaker(s) are their own and not those of the University, and that sponsorship of the forum or event is not intended as an endorsement of the Program. For example, “The use of Barry University facilities for this event does not constitute an endorsement by the University.” [For politically related activity] “Barry University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”
6. Non-university groups that wish to claim that a program, whether or not on University premises, is sponsored, co-sponsored, or otherwise supported by the University, or one of its departments, programs or CSO must receive the written permission of the University Marketing division to use the University’s name or logo for the program.
  7. All contracts or agreements must contain the statement that “In the case of clear and present physical danger to the University or the local community, the sponsoring organization will accept the closing of University facilities to the event.”

These guidelines also apply to programs occurring off campus that are sponsored or presented by the University.

The approved hosting or sponsorship of a program does not imply support for or endorsement by the University of the views expressed by those who participate in programs. These guidelines do not apply to groups or individuals invited by a faculty member for a presentation that is part of class curriculum.

Students or recognized CSO interested in planning a politically related activity or program should follow the University guidelines that apply to Political Events and Activities.

#### **Article IV: Procedures**

A University student and/or CSO that seeks to host a campus program may apply to do so by adhering to the procedures outlined below:

1. Complete the Program Proposal and Space Request form (PPSR) and submit it to the Office of Student Life for review and approval. Completing a PPSR does not guarantee approval.
2. Completed PPSRs must be submitted to the Office of Student Life at least twenty (20) business days prior to the proposed program. Completed forms will include the review and approval of the recognized CSO's advisor.

3. The PPSR must include a description of the program with a purpose statement, the name of the speaker or entertainer, format of presentation, program date, planned target audience, preferred location, and target number of attendees. Additionally, where applicable, the PPSR should clearly indicate if time is included for dialogue or questions from students.
4. The submitted PPSR will be forwarded to the Director of Student Life or designee to initiate the program review process.
5. The Director of Student Life or designee will provide a written notification of any procedural questions or concerns about the program within five (5) business days of submission.
6. Procedural questions or concerns may include, but are not limited to, clarification of issues related to the program proposal. Students and/or CSOs may schedule a meeting with appropriate representative to discuss procedural questions and/or concerns. Students and/or CSOs may submit an appeal of decisions not to approve a program to the Dean of Students.
7. After receiving program approval from the Office of Student Life, program planners may reserve a campus venue for the program through Conference and Event Services.
8. Conference and Event Services (CES) will provide a written notification of which University space is

available for the event within three (3) business days of submission. Any notification of space availability does not guarantee approval of the PPSR form.