

GUIDELINES FOR NON-COMMERCIAL¹ USE OF OUTDOOR AREAS

Non-Commercial Expressive Activities (Free Speech)

This first section of the guidelines duplicates the **Non-Commercial Expressive Activities (Free Speech)** section of the [Facilities and Grounds Use, Activities](#) policy.

“ISU embraces the sharing of knowledge and ideas through public discourse and free speech. As part of this community devoted to learning, ISU students, faculty, staff, and visitors are encouraged to engage in respectful dialogue.

Any member of the university community or the public may use unrestricted outdoor areas for non-commercial expressive activities on a first come, first served basis without giving prior notice if—

- 50 or fewer people are anticipated² to assemble at one time (otherwise the use is subject to regulation as a public event (see below));
- The event will occur only between the hours of 8:00 a.m. to 10:00 p.m.; for events held on weekdays before 5:00 p.m., the event will be held at least one hundred feet away from buildings that normally hold classes;
- The activity will not impede walkways or access to buildings or other university facilities;
- No other individual or group has been scheduled or authorized to use the area, or has filed a notice of intent to use that area or an adjacent area;
- The organizers will not use amplification equipment or equipment requiring use of electrical power connections (hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes);
- Signs or banners will be carried/attended at all times by one or two participants (unattended displays may not be used without permission); and
- The sponsor of the event takes responsibility for compliance with this policy. [top](#)

[NOTE: If an event violates any of the above conditions, see the next section for instructions on providing notice or requesting approval.]

The university highlights two outdoor areas that are especially conducive to non-commercial expressive activities because they are located centrally and in high-traffic areas. These areas are located--

- West and south of the Hub
- Immediately south of the Campanile in the grassy area

In unrestricted outdoor areas on campus

- Signs or placards, each of which is carried by one or two persons, are permitted.
- Freestanding displays are permitted as long as the display occupies a space of less than 200 cubic feet and has a footprint of not more than 100 square feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display.
- Leafleting (handing out fliers) may be conducted if done in a way to avoid substantial littering of the campus.”

¹ Commercial sales or solicitation on the campus requires approval of the Senior Vice President for University Services. Newspapers and periodicals are subject to the university’s Periodical Distribution policy.

² If the anticipated or actual number of people assembling at an event significantly exceeds expectations, it is advised that you notify one or more of the following units so they can determine if safety measures or assistance may be needed:

- The unit or office that scheduled the event (during business hours)
- Department of Public Safety 294-4428 (after hours)

When NOTICE or APPROVAL are Required

Public event: If more than 50 people are anticipated to assemble at an outdoor event, the event is, by definition, a “public event”

- ◆ **NOTICE:** If a *public event* DOES NOT involve any of the following conditions, the event organizer must simply notify the Memorial Union Event Management Office (during non-business hours notify the Department of Public Safety) at least 3 hours prior to the event:
 - People will assemble within 100 feet of in-session classes;
 - The use impedes walkways or access to buildings or other university facilities;
 - An event held between 10:00 pm and 8:00 am;
 - Conflict with a scheduled use;
 - Amplification or electrical powered equipment (other than hand-held megaphone);
 - Use of electrical power (e.g., for lighting, light shows) or staking of temporary structures deeper than 6 inches;
 - Displays or signs and banners requiring more than two persons to carry;
 - Serving food;
 - Bringing in animals;
 - Weddings, reunions, etc.; or
 - The use otherwise violates university policy and rules.

- ◆ **APPROVAL:** If *any event* DOES involve any of the above conditions, **approval** of the event is required. Approval of an outdoor public event must be sought as follows:
 - **For recognized student organizations:** Through the [Student Activities Center Event Authorization](#) process
 - **For university departments and non-university entities:** Approver depends on the location; see the list of approving units and offices below

Timing of request: It is *required* that the request be submitted/made at least four business days before the event. It is *preferred* that the online request be made at least ten business days before the event.

Following approval of the event: The organizer must make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability insurance as directed by the—

- Location manager (for all users), and/or
- Event authorization committee (for student organizations)

Parking lots and streets:

- If parking lots will be involved, the organization must receive clearance from the ISU Parking Division.
- If streets will be involved, the organization must receive clearance from the office of the senior vice president for University Services.

Approving Units and Offices

University departments and non-university entities seeking approval of an event must contact [Facilities Planning and Management](#) (515) 294-4493 or one of the following units, depending on the location where the event is to be held.

[Alumni Center](#): Alumni Association, 420 Beach Avenue (515) 294-4625

[Apartments](#): Schilletter and University Village (SUV) Office (515) 294-5360; Frederiksen Court Office (515) 294-2107

[Athletic facilities](#): Athletic Department, Jacobson Athletic Building (515) 294-3662; athletic facilities and grounds are listed at www.cyclones.com

[Central Campus and Other Green Spaces](#): Event Management Office, 3630 Memorial Union (515)294-1437

[Iowa State Center](#): Center Office, 4 Scheman Conference Center (515)294-3347

[ISU Parking Division](#): Room 27 Armory Building (515) 294-3388

[Memorial Union](#): Event Management Office, 3630 Memorial Union (515)294-1437

[Recreation facilities](#): Recreation Services Administrative Office, 1180 State Gym (515) 294-4980; recreation facilities and grounds are listed at www.recservices.iastate.edu/facilities

[Reiman Gardens](#): Private Events and Tours Coordinator (515) 294-8994

[Residence halls](#): General (515)294-2900; meeting rooms (515)294-6428; conferences (515)294-8384

[University Services](#): Senior Vice President, 1350 Beardshear Hall (515) 294-6162