ASSEMBLY, PICKETING, and DEMONSTRATIONS PROCEDURE

Category: Public Safety **Date Approved:**

Responsible Office: Campus Events and Public Safety Date Revised:

Responsible Executive: Vice President, Student Services and CFO/ Vice President, Administrative Services

Process

**PROCEDURES**

1. General Provisions
	1. Assembly, picket, or demonstration by individuals or groups not affiliated with the College must be authorized in advance by the Vice President, Student Services.
	2. No assembly, picket, or demonstration shall occur outside of published College operating hours.
	3. No assembly, picket, or demonstration shall take place indoors of any building owned, leased, or under the control of the College.
	4. The construction of shelters and other temporary structures, or camping on College grounds is prohibited.
	5. The use of College grounds for the purpose of assembly, picketing, or demonstrating does not imply Monroe Community College’s endorsement of any organization, activity, cause, or position.
	6. The College will not interfere with orderly assemblies, pickets, or demonstrations on College grounds provided that this procedure and other College policies are upheld at all times.
2. Application for Assemblies, Picketing, and Demonstrations
3. Individuals or groups not affiliated with the College who are interested in using college property for the purpose of assembly, picketing, or demonstrations are required to inform the College of their intentions and obtain authorization through the Office of the Vice President of Student Services. The authorization process is initiated by completing and submitting an application with the Office of Campus Events. A minimum forty-eight (48) hours advance notice is required.
4. Applicants are required to submit their name(s); the name of their organization; the location sought; the date and time of the planned assembly, picketing, or demonstration; the number of persons expected to participate; and the manner of demonstration.
5. Applications shall first be reviewed by the Director of Campus Events who shall confer with the Department of Public Safety to determine potential impacts on campus safety and security.
6. Campus Eventswill evaluate the location requested for each assembly or demonstration individually based on availability and the need to conduct regular academic and institutional activities in the requested space. If the requested location is deemed as inappropriate based on the needs of the College, a reasonably appropriate alternate location will be authorized by Campus Events.
7. The Director of Campus Events shall forward applications to the Vice President of Student Services for review and consideration of approval. The decision of the Vice President of Student Services is final.
8. Authorization to assemble, picket or demonstrate on college property will be granted provided that
	1. the applicant’s status with the College is not “persona non grata,” or there is not a court order prohibiting the applicant’s presence at the College;
	2. the proposed time, place, or manner of assembly, picket or demonstration would not prevent, disrupt, or unreasonably interfere with the regular academic and institutional activities or other essential operations of the College;
	3. the proposed assembly, picket, or demonstration would not unreasonably obstruct pedestrian or vehicular traffic;
	4. the proposed assembly, picket, or demonstration would not constitute an immediate and/or actual danger to students, faculty, staff, or the peace or security at the College that available Public Safety staff could not manage with reasonable effort.
9. If a request to assemble, picket, or demonstrate is approved by the Vice President of Student Services, the applicant’s information will be returned to the Office of Campus Events which will notify the Department of Public Safety as soon as possible for operational planning.

**Forms**

Brighton Campus Rental Application: <http://www.monroecc.edu/depts/campusevents/documents/BrightonRentalApplication-Rev.1.20.2015.pdf>

Contact Information

Office of Campus Events

Related Information

Assembly, Picketing, and Demonstrations Policy