

# **CAMPUS EVENTS/ACTIVITIES AND DEMONSTRATIONS GUIDE**

**August 12, 2024**

In advance of the 2024 -2025 academic year, the University has published this Guide to help our community understand our policies, practices, and expectations related to campus events/activities<sup>1</sup> and demonstrations("Activities"). Stony Brook's policies enable use of campus facilities and support free expression for all community members while allowing Stony Brook to deliver its core mission of teaching, research, service, and patient care. The University reaffirms its commitment to open expression and at the same time, strives to ensure that all Activities adhere to and preserve our community standards of respect, acceptance, and safety. As a public institution, Stony Brook University has the right and discretion to regulate, in a content neutral manner, the "time, place, and manner" of speech and use of campus facilities. This Guide is sourced from **existing policies and resources**, including:

- [Public Assembly Policy](#)
- [Use of Campus Facilities Policy](#)
- [Posting Information: Posters/Flyers Policy](#)
- [Use of University Name or Logo Policy](#)
- [Guests/Visitors Policy](#)
- [Temporary Visitor Restriction Policy](#)
- [Code of Student Responsibility](#)
- [Community Guidelines for Recognized Student Organizations](#)
- [Recognized Student Organizations - Event Guidelines for High Profile Speakers, Public Demonstrations & Discussions Involving Sensitive/Polarizing Topics](#)
- [Campus Life Centers: Policies, Procedures & Regulations](#)
- [Freedom of Speech and Expression Website](#)
- [SUNY Policy 3653: Rules for the Maintenance of Public Order](#)
- [SUNY BOT Policy on Academic Freedom](#)

## **I. Guiding Principles**

Stony Brook University affirms, supports and cherishes its bedrock commitments to freedom of thought, inquiry, speech, and peaceful rule-abiding assembly. These principles are fundamental to our mission and uphold our values -- community, excellence, equity, collaboration, and innovation.

The University aims to foster open and rigorous debate, to protect academic freedom and free speech, and to promote constructive discussion, even on the most challenging, sensitive, and controversial issues. Indeed, central to our mission is providing a platform upon which various viewpoints are expressed and encouraged.

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<sup>1</sup> Per the Use of Campus Facilities Policy, events and activities is programming that is held in/on University facilities and grounds (excluding University Hospital) for purposes other than academic classes scheduled as part of the University's curriculum. Internal department meetings are not considered Events and Activities.

While fostering the free exchange of ideas, the University must also be able to pursue its core missions to teach, engage in research and scholarship, promote the arts and athletics, deliver innovative healthcare, and generally perform its everyday operations. This includes ensuring that Stony Brook is a safe place and that Stony Brook facilities are protected from property damage.

Free speech and peaceful rule-abiding assembly are rights of citizens and are fundamental to the University as a center for open inquiry in the search for knowledge and insight. The University is strongly committed to the protection of these rights for all members of the campus community. These rights bring with them a concurrent obligation to maintain a campus atmosphere conducive to scholarly pursuits and respect for the rights of all individuals. The University will not interfere with orderly assemblies in public areas of grounds and buildings unless participants violate the University's [Public Assembly Policy](#) or this Guide.

The University encourages the use of campus facilities in a manner that is consistent with our mission, values, and priorities, and regulates their use in a content/viewpoint neutral manner. All facilities, both indoor and outdoor, exist for the primary purpose of University-related teaching, research, and patient care. Priority for the use of facilities is given first to those academic and patient care activities.

Open expression is an essential part of how the University fulfills its role in society, but it does not extend to events and activities that impede University functions and operations. Stony Brook has an unwavering commitment to the safety and security of our students, faculty, staff, patients and guest/visitors, and the University will continue to prioritize this commitment and will consistently enforce our rules in all matters.

## **II. Applicability of the Policies Referenced in this Guide**

- a. All Activities, including any demonstrations, protests, or rallies, are governed by [University policies](#), and applicable laws, regardless of how their function is characterized or labeled.
- b. University policies apply to faculty, staff, students, and volunteers across all of Stony Brook University's campuses and locations.
- c. Guests/visitors are required to follow all University policies, the Rules for the Maintenance of Public Order, and applicable laws.

## **III. Planning & Scheduling Events and Activities**

- a. Individuals seeking to schedule Activities must review and follow the Use of Campus Facilities Policy. Recognized clubs and organizations must also review and adhere to the [Community Guidelines for Recognized Student Organizations](#) and [Event Guidelines for High Profile Speakers; Public Demonstrations, & Protests; & Discussions Involving Sensitive/Polarizing Topics](#). All requests should be submitted in a timely manner (where applicable).
- b. The procedures for scheduling University Activities vary for students, staff/faculty members and external clients, and are detailed in the [Use of Campus Facilities Policy](#) and highlighted below:

**Students:**

- **Clubs & Organizations:** must request use of campus facilities through the [Department of Student Engagement and Activities](#)
- **All Other Student Requests:** must be made through the Office of Student Life by emailing [studentlife@stonybrook.edu](mailto:studentlife@stonybrook.edu)

**Staff/Faculty Members:**

- **Reservation Request:** should be made through 25Live, where applicable, by using the internal reservation requests form (available [here](#))

**External Clients:**

- **Reservation Request:** must be made through Conference services using the external reservation requests form (available [here](#))

c. All proposed Activities will be reviewed by designated areas to assess risk level and must consider plans/strategies to mitigate risks. Inclusion of any of the following at an Activity presents an enhanced level of risk and will require additional planning. This list is not exhaustive and the University reserves the right to request additional information should proposed plans require additional scrutiny:

- Presence of Minors
- Requests to Serve Alcohol
- External/Off-Campus Catering
- Guest Housing
- International Guests
- Large Scale/Complex Events
- Use of Drones

d. Before organizing events and activities, students are encouraged to work with the Office of Student Life. Faculty and staff are similarly encouraged to work with venue managers and Conference and Event Services. This outreach is intended to help organizers plan a successful Activity and comply with all applicable policies and guidelines.

e. When spaces are reserved, the group with the reservation has priority to occupy the space and may limit access during the period of the reservation to those individuals who are part of the reserved Activity.

f. Unauthorized overnight Activities are a violation of University policy; individuals who knowingly enter and remain unlawfully or without permission in or upon University premises are trespassing; applicable provisions of the NYS penal law may apply.

**IV. Access to Stony Brook Spaces and Event Contracting**

a. Students, faculty, and staff may reserve available space on campus to hold events/activities that are directly related to their role at the University. These activities must be planned, controlled and administered by the student, faculty or staff reserving the space or its applicable department/unit staff.

- b. Schools, departments, institutes, individual faculty, students (including registered student organizations), and staff may not serve as proxies for non-Stony Brook University affiliated organizations that may solicit them in order to gain access to or use of campus facilities and venues to organize or host an event on their behalf. The University will determine whether a proposed use is considered a university use or third-party use.
- c. The University has revocable permit templates for approved use of campus facilities by third parties. Conference Services and venue managers are responsible for coordinating revocable permits and must work with the Procurement Office in executing these agreements.
- d. Any contract for a program or event must be reviewed and executed by an authorized University representative. Student leaders are not authorized to enter into agreements or sign contracts on behalf of their organization, the University or USG/GSO. Individuals who enter into a contract or agreement without documented approval may be responsible for any contractual requirements, including associated financial expenses.

## V. Amplified Sound

- a. To ensure minimal disruption to classes and university operations, use of amplified sound (including but not limited to the use of microphones, bullhorns, and speakers), must adhere to the following:
- The Student Activities Center Plaza, Stony Brook Union Patio, and Academic Mall are designated areas where amplified sound is generally permissible.
  - Amplified sound must remain below the specified decibel level of 90 db from a distance of 10 feet from the speaker(s). Decibel meters are freely available as mobile apps.
  - Requests for amplified sound in other campus locations (e.g., Staller steps, recreation fields, residence halls, etc.) must be submitted to building managers, hall directors, or venue managers (as appropriate), and may potentially require additional time for processing. Approval is contingent upon factors such as coordination with other University activities, class schedules during the proposed event time, and other considerations that may affect the campus environment.
  - All events must comply with venue specific policies regarding amplified sound (as applicable).
- b. If the University determines that noise interferes or conflicts with University operations, individuals must reduce noise levels and/or discontinue the use of amplified sound. Failure to comply will result in disciplinary action (as described in Section XIII).

## VI. Posters/Flyers, Chalking, & Light Projections

- a. **Posters/Flyers:** Members of the campus community may, upon receiving University authorization, advertise on-campus **Activities** on designated bulletin boards and posting areas (including SCALA screens and SBEngaged) (see [Posting Information: Posters/Flyers Policy](#)). Notices may not be placed on automobiles, windows, doors, wood, brick, concrete, asphalt or painted surfaces. The event sponsors must remove advertising within two business days following the event and are responsible for any damages incurred in the process of removal. Additional restrictions may apply for advertising in the following locations: Stony Brook Union, Student Activities Center, Alan S. deVries Center, Dallas W. Bauman Center for Leadership Development & Service, the Pit Stop Commuter Lounge (collectively referred to as the “Campus Life Centers”), the Health Sciences Center, and the residence

halls/apartments.

b. Posters/flyers posted in compliance with University policy and this Guide will not be removed. It is a violation of University policy and this Guide if an unauthorized individual removes, defaces or posts over them.

c. Non-compliant posters/flyers, including posters, banners, and chalking (see below), will be removed by University officials.

d. **Chalking:** The University prohibits all chalking in/on all University facilities, grounds, and surfaces. Chalking includes non-water soluble, semi-permanent, and permanent substances, including spray-chalk. Facilities and Services or other designated University officials will remove any markings. Chalking may be considered criminal mischief and applicable provisions of the NYS penal law may apply.

e. **Light Projections:** May not be displayed on any University building or structure without seeking express written permission from the Vice President for Student Affairs and/or Vice President for Facilities & Services, as appropriate.

## VII. Demonstrations

a. Individuals engaged in assemblies, demonstrations, and similar expressions of First Amendment rights may not infringe on the rights of others or disrupt essential operations of the University. While exercising these rights, the Code of Student Responsibility and all University policies apply.

b. Demonstrations and protests will not be allowed to disrupt the academic environment, create safety issues, or violate University policies regarding time, place and manner. If the University becomes aware of safety issues that may impact the wellbeing of the community or disrupts campus operations, the University reserves the right to provide alternative routes and/or locations for demonstrations, or require the activity to cease immediately.

c. To ensure the safety of the Stony Brook community, temporary lodging by individuals or groups in non-permanent structures (such as tents, sleeping bags, etc.) is not permitted.

d. Overnight demonstrations are not permitted in any University locations (indoor or outdoor).

e. Individuals and groups may not erect structures, walls, barriers, sculptures, or other objects on University property without prior written permission from the Vice President for Facilities & Services. Any structure erected without permission is subject to immediate removal.

f. Demonstrations are not permitted in or on any of these University locations:

- Private offices, private residences, research laboratories and associated facilities, and computer centers.
- Offices, libraries, galleries, and other facilities that normally contain valuable or sensitive materials, collections, equipment, records protected by law or by existing University policy such as educational records, student-related or personnel-related records, or financial records.
- Classrooms, seminar rooms, auditoriums or meeting rooms in which classes or meetings are

being held or scheduled.

- Hospitals, clinical locations, emergency facilities, communication systems, utilities, or other facilities or services vital to the continued functioning of the University.
- University sculptures and memorials. To preserve these structures and to reduce the risk of injury, University sculptures and memorials may not be climbed on or covered with any material.

g. The University will not interfere with orderly assemblies in public areas of grounds and buildings unless participants:

- Prevent the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, and/or other public events.
- Obstruct the free movement of vehicles or of persons, including, but not limited to movement in any building or facility, inclusive of blocking hallways and doors. If a protest area is established by a University official(s), protesters are required to comply with these physical boundaries.
- Willfully cause injury or damage to persons or property.
- Willfully operate audio amplification equipment in a manner that conflicts with normal University operations or that is deemed injurious to health and safety.
- Jeopardize the safety and security of others, including, but not limited to, the presence of sticks, poles, or torches, which are prohibited.
- Without authorization from the University Police, occupy a building after it is normally closed.
- Without authorization from the Office of Campus Operations and Maintenance, construct structures, inclusive of objects requiring penetration in concrete or grass, or camp on University grounds.
- Violate the provisions of the SUNY Policy 3653, titled [Rules for Maintenance of Public Order.](#)

h. **Services for Planned Assemblies:** To ensure the safety of participants and the protection of the rights of all members of the campus community, the University may provide services such as location, safety, crowd control, sound equipment, site preparation/cleanup, and/or other such facilities or services it deems necessary ("Services").

- **Request for Services.** Assemblies for which sponsors anticipate that Services may be necessary, should, within a reasonable length of time prior to the planned event, notify:
  - **Recognized Student Clubs and Organizations:** Department of Student Engagement & Activities, Student Union, Suite 205, Phone: (631) 632-9392
  - **Labor/Union Groups:** Office of Employee and Labor Relations:
    - **West Campus and Health Sciences Center**  
291A Administration Building Stony Brook, NY 11794  
(631) 632-6140
    - **Stony Brook University Hospital**  
HSC Level 3, Room 040  
Stony Brook, NY 11794  
(631) 444-3780
    - **Long Island State Veterans Home (LISVH)**  
100 Patriots Road Stony Brook, NY 11790  
(631) 444-8617
  - **All Other Groups or Individuals:** Conference Event Services, Charles B. Wang Center, Suite 302, Phone: (631) 632-6320

A response to the request for Services and an estimate of established fees or charges will be communicated to the sponsor/organizer within a reasonable amount of time after receipt of the written request and prior to the date of the assembly.

- **No Services Requested:** Assemblies requiring no Services may take place without any prior notification by the sponsors and/or organizers. However, conformity with specific campus regulations noted above, is required. If you are unsure of whether your assembly requires Services, you may contact the appropriate office (designated above) for guidance.

i. Demonstrations violate this Guide if they threaten or advocate violence, create violence, or harass or intimidate University affiliated individuals or groups on the basis of race, religion, national origin or ancestry, identity, sexual orientation, disability, or any other protected class.

### **VIII. Interference with the Speech of Others**

a. Protecting free speech includes not interfering with the free speech rights of others, and protecting the rights of the speaker. Individuals may disagree with the speech of others and may protest, but they may not do so in a way that prevents the speaker from expressing their views or prevents others from hearing or seeing the speaker.

b. The University reserves the right to establish alternative viewpoint locations for free speech to occur in instances where the University determines that interference with the speech of others is at risk.

### **IX. Use of Social Media**

a. Community members have the right to use social media to express themselves. However, this right is also circumscribed by principles of respect, civility, University rules, and local, state, or federal law. Online harassment and the doxing of students, faculty or staff may violate University policy and is not permitted. The University takes these matters seriously and may take action as appropriate.

### **X. Live Streaming, Filming, and Media Access**

a. Live streaming in open public spaces is generally permissible, unless otherwise prohibited by law.

b. Any third party seeking to film a project on campus for non-news purposes is required to have a media use agreement in place. A media use agreement is used in lieu of a revocable permit (discussed above). Third parties seeking to film should submit their request to Conference Event Services or University Marketing and Communications. The Procurement Office is authorized to execute these agreements.

c. News media are welcome on our open public campus and should contact the Office of Media Relations upon their arrival to campus. Similar to any other guests/visitors on campus, news media may be asked to produce credentials when requested by University officials. News media may be asked to limit filming to public areas of campus in order to maintain campus operations and security. News media personnel may be asked by University officials to move to a designated area during demonstrations in order to maintain the safety and security of all present.

## **XI. Use of University Name and Logo**

a. Stony Brook University regulates use of its name and logo to ensure that such use is related to the University's mission, vision and values. The University reserves the right to authorize use of its names and logos on all products, announcements, advertisements, publications, reports, signage, and digital communications, including social media. The Office of Marketing and Communications is responsible for overseeing use of the University's name and logo.

b. In accordance with the [Use of University Name or Logo Policy](#), the following rules are in place:

- The University name or logo may not be used for commercial, personal, or political gain.
- Faculty, staff and students are requested to seek advice and consent from their respective vice president, dean or director when use of the university name or logo is questionable. The Vice President for Marketing and Communications (or designee) will make final decisions on these matters when necessary.
- Under no circumstances should the University logo be incorporated into a symbol of another logo or mark.
- Improper use of the University name or logo should be reported to the Vice President for Marketing and Communications.

## **XII. Guests/Visitors**

a. Consistent with the University's [Guests/Visitors Policy](#), all guests/visitors and volunteers are required to adhere to all Stony Brook University policies and procedures (including this Guide), and must comply with all applicable federal, state, and local laws.

b. Individuals, programs, departments, and campus organizations are accountable for the behavior of their guests/visitors and are expected to provide their guests/visitors' contact information when requested to do so by a University official. Students should also refer to the Code of Student Responsibility and Division of Campus Residences' Terms of Occupancy for additional information on guests.

c. University officials (including the University Police Department) may ask guests/visitors to state their reason for being at the University and request appropriate identification as a condition of entry to or continued presence at specific facilities, activities or functions.

d. The University may restrict access to the campus by any visitor (i.e. a person who is neither a student nor an employee of this University) who commits any serious offense on University grounds or when University Police deem it necessary in the immediate interest of public safety (see [Temporary Visitor Restriction Policy](#)).

## **XIII. Enforcement**

a. Each member of the University community is expected to know and follow this Guide. The University will enforce this Guide, its policies, follow SUNY rules, and uphold local, state, and federal laws, which may include directives from University officials.

b. The University has designated University officials to help guide and support Activities taking place on campus (e.g. SEA for registered clubs and organizations holding programs). For demonstrations, the University has established a cross functional, multidisciplinary team that's trained to help individuals understand their rights and responsibilities and University expectations. This team is trained to de-escalate situations as necessary.

c. Failure to follow University policy and disrupting University operations (described above) is not permitted. Individuals believed to have violated University policies or this Guide will be referred to the respective University areas based on their status:

- **Students** will be referred to Student Conduct and Community Standards
- **Faculty and Staff** will be referred to Labor Relations
- **Affiliates** will be referred to the sponsoring or contracted party
- **Guests/Visitors** will be referred to the University Police Department

d. Students who have violated the Code of Student Responsibility are subject to sanctions as provided in the Code, which may include: a written warning, restitution, special restrictions or loss of privileges, University probation, educational projects, suspension or expulsion from the residence halls/apartments, or suspension or expulsion from the University. Failure to complete a sanction may result in a hold being placed on the student's account.

e. Any substantiated act(s) by an employee that violates University policy or these guidelines may result in sanctions or other disciplinary action (up to and including termination), as covered by labor management processes, collective bargaining agreements, and/or applicable University policies.

f. Individuals who violate applicable local, state, and federal laws may be subject to removal, arrest, and prosecution.

g. Emergencies and threatening behavior during events/activities and demonstrations should be reported **immediately** to the University Police Department by calling (631) 632-3333 or by dialing 333 from a campus phone. The University Police Department is open 24 hours a day, 7 days a week.

h. Allegations of discrimination during events/activities or demonstrations should be reported to the Office of Equity and Access (OEA). OEA has a number of ways to report alleged incidents, which are available here: <https://www.stonybrook.edu/commcms/oea-equity/reporting>.