

SUNY Morrisville Campus Events/Activities/Assemblies Guide

SUNY Morrisville supports and affirms our commitment to freedom of inquiry, speech, thought, and a peaceful rule-abiding assembly. These values support our mission of cultivating a community of learners rooted in experiential education. (<https://www.morrisville.edu/strategic-plan-2030/strategic-plan-our-mission-core-values-and-vision>)

We support the exchange of ideas, inquiry, and we protect academic freedom and freedom of expression. In the pursuit of fostering a community where the exchange of ideas is supported, the College is required to protect our core mission of providing an education, engaging in research, promoting athletics and community focused activities, and generally perform the day-to-day operations of a community of our size; including ensuring that we are a safe place, and our students/faculty/staff/facilities are protected from harm.

SUNY Morrisville's policies enable use of campus facilities and support free expression for all community members while allowing our campus to deliver its core mission of teaching, research, service, and patient care. The College 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, SUNY Morrisville 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 based on existing policies and resources, including:

<https://www.morrisville.edu/administrative/admin-105-use-of-campus-facilities-third-parties-free-speech-policy>

<https://www.morrisville.edu/administrative/admin-112-facility-use-policy>

<https://www.morrisville.edu/human-resources/hr-107-bullying-workplace-and-civility-standards-policy>

<https://www.morrisville.edu/handbook>

<https://www.suny.edu/hr/policies/>

[SUNY BOT Policies.pdf](#)

<https://www.morrisville.edu/mustangs/faculty-staff/communications/style-guide-and-graphic-standards>

<https://www.morrisville.edu/sites/default/files/entity-browser-files/sgoconstitution.pdf>

<https://www.morrisville.edu/student/stud-104-freedom-of-expression-assembly-student-policy-procedures>

<https://www.morrisville.edu/student/stud-106-identification-card-policy>

<https://www.morrisville.edu/safety/safety-108-camping-and-use-of-tents-on-campus-policy>

<https://www.morrisville.edu/student/stud-105-posting-policy>

Freedom of Speech site: <https://www.morrisville.edu/free-speech>

SUNY Morrisville is fully committed to the safety and security of our students, faculty, staff, and visitors and will consistently enforce college policy in all matters.

1. Applicability of Policy

All activities, including demonstrations, protests, or rallies, are governed by college policies and NYS laws, regardless of how the activity is publicized.

College policies apply to faculty, staff, students and guests at all college facilities.

Guests/visitors are required to follow all college policies, the Rules for the Maintenance of Public Order, and all applicable laws.

2. Planning and Scheduling Events and Activities.

Individuals requesting to sponsor activities must review and follow the above policies. The process varies for students, staff/faculty, and external sponsors:

STUDENTS

If the event is being sponsored by a recognized student group, all events must follow the appropriate approval process through the Office of Student Activities.

If the event is being sponsored by an RA within a college residence hall, the events must follow the appropriate approval process through the Area Coordinator and the Department of Residence Life.

All other student requests should be through the Office of Student Activities.

STAFF/FACULTY

Reservations may be made through the Registrar's Office; all campus policies apply.

Faculty and Staff wishing to organize a speaker/event, must get the appropriate approvals via their Dean/Supervisor and Cabinet member.

This includes camps/clinics.

EXTERNAL GUESTS/VISITORS

If the event is being sponsored by a third party, unaffiliated with campus, the policy on third party use should be followed, in addition to all other appropriate laws and policies. University Police reviews applications in collaboration with campus partners.

<https://www.morrisville.edu/administrative/admin-105-use-of-campus-facilities-third-parties-free-speech-policy>

3. All proposed activities will be reviewed by the designated areas to assess risk level and must consider plans to reduce/mitigate risk. Inclusion of any of the following at an activity presents an increased level of risk and will require additional planning and information. This list is not exhaustive, and SUNY Morrisville reserves the right to require additional information from event planners:
 - Presence of minors
 - Large scale or complex events
 - Location of event
 - Requests to serve alcohol
 - Use of drones
4. Faculty, Staff, and Students are encouraged to work with the Office of Student Activities, venue managers and Catering Staff before submitting any application for events in order to provide assistance with planning a successful event/activity and to comply with all policies and procedures.
5. When spaces are reserved, it is the responsibility of the organizers to keep track of access and ensure that the space is left in a clean state. The organizers are able to limit access to the reserved space during the activity to only those people who are part of the activity.
6. Amplified Sound
College Officials may require event organizers to change the volume if the activity interrupts the operations of the College or violates the Village of Morrisville noise ordinance. To minimize potential disruptions to the community, all sounds (such as music, amplified sound, or other loud noises) are required to be kept at a reasonable level. A College Official, in consultation with the event sponsor, and other impacted parties, will determine "reasonable level."
<https://www.morrisville.edu/administrative/admin-105-use-of-campus-facilities-third-parties-free-speech-policy>
7. Posters/Flyers and Chalking
All flyers/posters for events/activities must have college approval in order to be placed on designated bulletin boards or other posting areas. Please see the Posting Policy
<https://www.morrisville.edu/student/stud-105-posting-policy>

Notices for activities/events may not be placed on automobiles, windows, doors, or painted surfaces. The event sponsors must remove all flyers within two days of the event. Additional restrictions may apply in the following locations: Student Activities Center, Butcher Library, all college residence halls, and Whipple Administration Building. All posters must adhere to college guidelines; it is a violation of college policy to post over, deface or remove a flyer.

Chalking: The College must approve all messages desired to be chalked on College walkways. This approval is via the Vice-President of Student Affairs and the Director of Facilities. The proposal must include the text of the messages, the location of messages, and the duration of the messages. This proposal will be sent to the Director of Facilities for discussion. An approval/denial will be rendered within 3 business days.

8. Demonstrations

-Individuals engaged in gatherings, assemblies, demonstrations or other expressions of First Amendment Rights may not infringe upon the rights of others or upon the essential operations of the College. While the College supports the rights of individuals to exercise their rights, all college policies, including the Code of Student Conduct, apply.

-Demonstrations and protests are not to disrupt our academic environment, create safety concerns, or violate college policy on time/place/manner <https://www.morrisville.edu/student/stud-104-freedom-of-expression-assembly-student-policy-procedures>

.If the college becomes aware of safety issues or a disruption of college services, we reserve the right to provide alternate locations or require the activity cease immediately.

-There are no over-night demonstrations allowed <https://www.morrisville.edu/safety/safety-108-camping-and-use-of-tents-on-campus-policy>; no temporary lodging such as tents or sleeping bags are permitted.

-Neither groups nor individuals may erect structures, walls, barriers, or other objects on campus property with prior written approval from the Vice President of Student Affairs and the Director of Facilities. Any structure/etc erected without prior authorization will be subject to immediate removal.

Demonstrations are not permitted in any of these locations:

Private offices and private residences

Department offices, such as the Health Center, Financial Aid, or Registrar's office that may contain valuable or sensitive material such as educational records, student-related or personnel-related records, or financial records.

The library, the health center,

Barns, laboratories, computer centers, classrooms, seminar rooms auditoriums or other rooms in which classes or meetings are held or scheduled.

The College will not interfere with orderly assemblies in public areas unless participants:

Prevent the orderly conduct of college functions

Obstruct movement of people or vehicles

Climb campus buildings, structures, or sculptures

Willfully cause injury or damage to people or property

Violate campus policy, ie. Amplified sounds, overnight tents, or build structures.

Jeopardize the safety of others, including the presence of sticks, poles or torches, which are prohibited.

Occupy a building after normal closing time, without the approval from campus officials.

Violate the provisions of SUNY Policy 3653, [Rules for Maintenance of Public Order](#)

9. Services for Planned Assemblies

To ensure the safety of participants and other members of the SUNY Morrisville community, the college may provide such services as location/route assignment, crowd control, site preparation, or other services as deemed necessary. To discuss services available, groups should contact the appropriate sites:

Recognized Student Groups and Individual Students:
Office of Student Activities for all campus spaces

Faculty/Staff:
Registrar's Office for classroom building reservations
Student Activities Office for Student Activities spaces

All Outside Groups or Individuals not affiliated with the college:
University Police

10. Demonstrations violate SUNY and SUNY Morrisville policy if they threaten violence, create violence, or harass/intimidate college affiliated groups or individuals on the basis of race, religion, national origin or ancestry, identity, sexual orientation, disability, or any other protected class.

11. Interference with the Free Speech of Others

Protecting our own right to 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 have rights to protest that speech, BUT they may not do so in ways that prevent the speaker from expressing their views or prevents others from hearing or seeing the speaker.

the College reserves the right to identify alternate viewpoint locations for free speech to occur in instances where college officials determines that interference with the speech of others is at risk.

12. Social Media Use and Media

SUNY Morrisville community members have the right to utilize social media to express themselves. This right is also circumscribed by the principles of respect, civility, college policy, and local, state, federal laws/ Online harassment and the doxing of students, faculty, and staff may violate policy and is not permitted. The college takes the matters seriously and will take appropriate action.

Live streaming in open public spaces is generally permissible, unless otherwise prohibited by local laws.

News Media are welcome on our open public campus and should contact the Communications and Marketing Department upon their arrival to campus. Similar to other guests/visitors, news media may be asked to produce their credentials when requested by college officials. News media may be asked to limit filming to public areas of campus to maintain campus operations and the safety of our resident students. News media personnel may be asked to move to designated area by College officials during demonstrations to maintain order and the security of all present.

13. Use of College Name and Logo

SUNY Morrisville regulates use of its name and logo to ensure that such use is related to the College's mission, vision and values. The College 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 Communications and Marketing Office is responsible for overseeing use of the College's name and logo.

The following rules are in place:

- The College 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.
- Improper use of the College name or logo should be reported to the Vice President for Enrollment and Marketing and Communications.

14. Guests and Visitors

-Consistent with the Guests/Visitors Policy, all guests/visitors and volunteers are required to adhere to all SUNY Morrisville's policies and procedures (including this Guide), and must comply with all applicable federal, state, and local laws.

Individuals, programs, departments, and campus clubs/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 college official on-site during the event. Students should also refer to the Code of Student Conduct and the Housing License for additional information on guests.

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

-SUNY Morrisville 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 campus grounds or when University Police deem it necessary in the immediate interest of public safety.

15. POLICY ENFORCEMENT

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

The College has designated College officials to help guide and support Activities taking place on campus (e.g. Student Activities for registered clubs and organizations holding programs). For demonstrations, the College 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 deescalate situations as necessary.

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

- Students will be referred to Student Rights and Responsibilities
- Faculty and Staff will be referred to Human Resources
- Vendors will be referred to the sponsoring or contracted party
- Guests/Visitors will be referred to the University Police Department

Students who have violated the Code of Student Conduct 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 College. Failure to complete a sanction may result in a hold being placed on the student's account.

Any substantiated act(s) by an employee that violates College 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 College or SUNY policies.

Individuals who violate applicable local, state, and federal laws may be subject to removal, arrest, and prosecution. Emergencies and threatening behavior during events/activities and demonstrations should be reported immediately to the University Police Department by calling 315-684- 6410 (8am - 4:30 pm) or 911. The University Police Department is open 24 hours a day, 7 days a week.

Allegations of discrimination during events/activities or demonstrations should be reported to the Vice-President of Student Affairs/Chief Diversity office). The Bias Acts Reporting Form is available at this link: <https://www.morrisville.edu/report-a-bias-incident>