



Notice of Intent

(Please print or type)
Return to studentactivities@vinu.edu

VU Employee, student, or student group

Student Name: _____

Student Organization Name: _____

Vincennes University Faculty or Staff name: _____

Phone Number: _____

Address: _____

Off-Campus person or group

Name: _____

Name of Organization: _____

Number of persons coming to campus: _____

Phone Number: _____

Address: _____

Statement of Intent

This is to inform the University my/out intent to:

_____ Engage in public speaking

_____ Pass out leaflets or other materials

_____ Demonstrate and/or organize a rally

Expected number of attendees: _____

The event will be held:

Date: _____

Time: _____

Location Requested: _____

Use of public address systems and amplified sound will not be permitted without prior approval from the Director of Student Activities/Assistant Dean of Academic and Student Services.

I am/we are aware of the guidelines that apply to all demonstrations, rallies, public speaking, and leafleting and/or equivalent activity and received a copy of the policy.

Signature

Date

For Office Use Only:

Date and time received: _____

**Director of Student Activities/ Assistant Dean
of Academic and Student Services**

Date



Policy Title	Public Speaking, Leaflet Distribution, and Demonstrations
Responsible Officers	Vice President of Government & Legal Affairs
Responsible Department	Office of Government & Legal Affairs
Summary	Guidelines regarding the university community engaging in public speaking, leaflet distribution, and demonstrations
Approving Body	
Approval Date	
Latest Revision Date	7/21/2025
Re-evaluation Date	10/6/2025

Foundational Principles and Scope:

Vincennes University (the “University”) supports the right of the University community to engage in public speaking, leaflet distribution, and demonstrations, provided such activities do not disrupt normal activities or infringe upon the rights of others. The University will not allow behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others. Accordingly, the University will take whatever steps it deems necessary to:

- Protect the right of any member of the University community to demonstrate and publicly proclaim any view, however unpopular; and
- Protect the freedom of speech, assembly, and movement of any individual or group that is the object of the demonstration

Definitions used in this Policy:

Campus and Facilities: All land, buildings, and structures owned or operated by Vincennes University

University Community: All students, faculty, employees, or agents of the University, including Recognized Student Organizations

Reviewer: Director of Student Activities on the Vincennes Campus or the Assistant Dean of Academic and Student Services on the Jasper Campus. The University employee to receive the Notice of Intent.

Non-Affiliated Persons: Any person, organization, or entity that is not a University-Affiliated Person.

Public Speaking: speech directed to a general audience, non-specific persons, or directed to specific persons at random.

Major Event: a scheduled event, by the University Community or Non-Affiliated Persons, with an expected attendance over 50 persons that may require University logistical support. (i.e. security, special structures, road closure, etc.)

Guidelines for All Events:

Unscheduled Events:

It is the intent of this policy to ensure that all demonstrations on campus occur with minimal threat to the safety and security of persons or facilities through proper planning and scheduling. However, the University recognizes that occasionally events occur which demand immediate public outcry, and it is not the intent of this policy to limit the rights to protest such events. Members of the University community may hold unscheduled demonstrations, rallies, or similar activities, provided that the activity does not interfere with routine University functions or with an activity in a space that has been reserved in advance. In deciding whether a demonstration is spontaneous, for which no registration is required, the University may consider any relevant evidence, including:

- Whether signs or placards used at the demonstration were commercially produced
- Whether security was alerted, or media contacted, substantially in advance of the demonstration, or
- Whether other circumstances demonstrate advance planning by one or more organizations.

Members of the University community sponsoring or organizing a public speaking event, distributing leaflets, demonstrating, or carrying out other equivalent activity will be held responsible for compliance with this policy. Sponsorship does not relieve participating individuals from responsibility for their conduct. Vincennes University students participating in a public speaking event, leaflet distribution, demonstration, or equivalent activity, whether sponsored or not, are accountable for compliance with the provisions of this policy as well as the Standards of Student Behavior. Violation of this

policy may be grounds for disciplinary action against individuals, sponsoring or participating student organizations, and their officers.

Scheduled Events:

Members of the University community may invite individuals who are not members of the University community to participate in a public speaking event, distribute leaflets, demonstrate, or carry out similar activities. University members who invite non-University participants may be held accountable for their compliance with this policy. Failure by non-University participants to comply with this policy may result in appropriate action under State law.

Scheduled Public Speaking, Leaflet Distribution, or Demonstrations by Members of the University Community:

Members of the University community may schedule a public speaking or leafleting event, demonstration, or other equivalent activity in any outdoor area of the campus, the use of which is not otherwise restricted or scheduled. To schedule an event, a "Notice of Intent" form must be submitted to the Director of Student Activities on the Vincennes Campus or the Assistant Dean of Academic and Student Services on the Jasper Campus ("Reviewer"). The Director of Student Activities/Student Services will review the request and respond within 2 business days to the requesting party listed on the Notice of Intent. Approval is granted on a first-come, first-serve basis after an assessment that the requested event will not otherwise interfere with scheduled University use, routine University functions, or fail to comply with the guidelines outlined in this document. In the event a request is denied, a written appeal may be made within ten (10) business days to the Reviewer. A written appeal must specify the action being appealed and the grounds for the appeal. A final decision on the appeal shall be issued in writing within five (5) business days after the appeal is filed, unless there is good cause for delay.

Guidelines for Leaflet Distribution

- Persons distributing leaflets are to refrain from littering and may be held responsible for costs incurred as a result of littering. Distribution is defined as individuals handing materials to other individuals who may accept them or

- refrain from receiving them. Leaving materials unattended on a surface to be picked up is considered littering, not distribution.
- Leaflets, announcements, statements, or materials proposing a commercial transaction or pertaining to the sales of goods or services are considered commercial speech and are not covered by this policy but rather the University Sales Policy.

Public Speaking, Leaflet Distribution, or Demonstrations by Non-Affiliated Persons:

Any person, organization, or entity who have not been invited by a member of the University community and who desires to engage in public speaking, leaflet distribution, or demonstrations outdoors on the University's campus may do so in accordance with the following procedures:

- Non-affiliated persons wishing to engage in public speaking, leaflet distribution, or demonstrations are required to reserve space by submitting a "Notice of Intent" form online, or in person at the office of Student Activities on the Vincennes campus or the Administration Office on the Jasper campus. Requests are granted on a first-come, first-serve basis after an assessment that the requested event will not otherwise interfere with scheduled University use, routine University functions, or fail to comply with the guidelines outlined in this policy. In the event a request is denied, a written appeal may be made within ten (10) days to the Reviewer. Written appeal must specify the action being appealed and the grounds for the appeal. A final decision on the appeal shall be issued in writing within five (5) business days after the appeal is filed, unless there is good cause for delay.
- A copy of the "Notice of Intent" form must be available for inspection upon request by University officials.
- Persons wishing to speak publicly or to distribute leaflets are prohibited from engaging in the sale or promotion of commercial goods or services unless permission is granted under the University Sales policy.

Major Events:

Protecting the safety and well-being of the campus community, event attendees, and University property is a priority that must be balanced with the right to engage in protected expressive activity. If a scheduled event, requested by the University Community or Non-Affiliated Persons, is expected to involve total attendance of over

50 persons, the event may require University logistical support. (i.e., security, special structures, road closure, etc.) To ensure safety and proper planning, the Notice of Intent form for a Major Event must be submitted three (3) business days prior to the event.

Guidelines Applicable to All Public Speaking, Leafleting, and Demonstrations

- Activities may not be conducted in a manner that violates any federal, state, local law, or applicable fire or safety regulations.
- Activities may not be conducted in a manner, at a time, or in a place that is either incompatible with or unreasonably interferes with the educational, business, or other legitimate functions of the University.
- Persons may not block or otherwise interfere with the free flow of vehicular, bicycle, or pedestrian traffic. The right-of-way on streets and sidewalks must be maintained.
- Persons may not block or otherwise interfere with ingress and egress into and out of campus buildings.
- Persons shall not obstruct, disrupt, interrupt, or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.
- Access to non-public areas (classrooms, labs, private offices) is prohibited without authorization. Access to residence halls is restricted to residents, escorted guests, and individuals conducting official University business.
- Persons shall not engage in harassing, physically abusive, threatening, or intimidating conduct toward any person.
- Persons shall comply with the directions of a University official acting in the performance of his or her duty.
- Classes or other scheduled activities shall not be disrupted.
- Use of public address systems and amplified sound will not be permitted without prior approval from the Reviewer. If approved, amplified sound shall not be audible from inside any classroom, library, lab, or similar instructional space during scheduled instructional hours.
- Overnight camping or residing in ad hoc structures overnight is prohibited unless specifically authorized by the University.
- Where an invited speaker is the object of protest, persons may demonstrate and/or leaflet outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience and

must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. Signs, placards, or similar paraphernalia associated with a demonstration will not be carried into the building.

- The safety and well-being of members of the campus community collectively and individually must be protected at all times. The University maintains the right to define the time, place, and manner in which activities occur on campus. The Reviewer, in consultation with other University officials, will help to identify appropriate spaces for planned and spontaneous demonstrations.
- University property must be protected at all times.
- In accordance with the Vincennes University Standards of Student Behavior, persons on University property may be required to provide identification and evidence of qualification to a University official upon request. Evidence of qualification means evidence that the person is a member of the University community.
- Persons engaging in activities on University property are subject to and expected to comply with all applicable University policies and procedures.
- Activities may not be conducted in a manner that violates applicable fire or safety regulations

Failure to adhere to the above-described University procedures may result in revocation of an approved application, removal from a location on the University campus, appropriate disciplinary action, and/or arrest, in accordance with applicable law and University policies and procedures.

Vincennes University, as a public institution, does not endorse, take any position on, or take action against individuals or groups engaged in dissent, protest, or demonstration activities based on the content of their message.