Department of Campus Activities

Policy 1: Solicitations, Assemblies, and Public Addresses

Guidelines

a. Recognized Student Groups, University Groups, Affiliated Groups, and Non-University Groups may participate in solicitations, assemblies, and public addresses on the campus of Western Carolina University.
b. All solicitation, assembly, and public address activities must comply with University Policy #82, Facilities Use Policy, where applicable, and must be approved by the Director of Campus Activities or his/her designee.
c. Organizations/Groups must comply with all Western Carolina University Policies, State and Local Laws and Federal Laws.
d. Use of a University facility for a solicitation, assembly, and/or public address does not mean that the University in any way supports, sanctions, or agrees with the policies and activities of the user. The University reserves the right to limit use of the University’s name, registered marks, and other University indicia in connection with promotion or endorsement of events. Except for the purpose of describing location, promotional and advertising materials may not implicitly or explicitly use the University’s name, logo or other indicia without prior approval of the University, which may be obtained from the Brand Manager located in the Office of Creative Services at (828) 227-2077.
e. Approved group/individuals must remain in designated areas for the duration of approved activity.
f. Approved groups/individuals must keep their registration form on hand during their activity. They must also present their form to a university representative when requested.
g. Approved groups/individuals may not harass or shout at anyone passing by their activity.
h. Approved groups/individuals may not use sound amplification.
i. Based upon the university’s needs or activity the approved group/individual understands that their event may be relocated or canceled without notice. Every reasonable effort will be made to notify the group/individual when possible.
j. Each Organization/Group is responsible for reviewing University Policy 114.
Solicitation, Assemblies, and Public Addresses Registration Permit

Organization Name: ________________________________________________________________

Sponsoring Organization (if required): ______________________________________________

Applicant’s Name: ____________________________ Phone: _____________ Email: __________

Activity: _______________________________________________________________________

_______________________________________________________________________________

Building(s) Location(s)   Time/Date   Facility Coordinator’s Signature
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

I understand that if I fail to follow the guidelines stated above and listed in University Policies 82 and 114 my activity may be immediately canceled and my organization maybe denied approval for future activities. I agree to keep a copy of this form on hand during our event/activity.

_______________________________________________________________________________
(Applicant’s Signature)                                (Date of Request)

_______________________________________________________________________________
(Director of Campus Activities)                       (Date Approved)