

# MUSKINGUM

U N I V E R S I T Y

## Assembly Policy

**Responsible Office:** Finance & Operations  
**Responsible Administrators:** Assembly Review Committee  
**Effective Date:** 11/1/2024

### 100. Preamble

Muskingum University cultivates an inclusive and vibrant community where every individual is respected, diverse perspectives are embraced, connections are fostered, and all learners are prepared to make meaningful contributions to society. To that end, the ability of current students, faculty, and staff to express their views is an important part of the University's mission and values.

The University is committed to free and open dialogue and debate among members of the Muskingum University Community, regardless of individual viewpoints, while recognizing the corresponding responsibility to hold these discussions in a civil and meaningful manner.

### 101. Definitions

For purposes of this policy, the following definitions apply.

- (A) Assembly: An individual or group from the Muskingum University Community coming together for an event of expression, which includes, but is not limited to, demonstrations, protests, speeches, and marching.
- (B) Assembly Area: Space designated by the University for assemblies.
- (C) Assembly Times: The days and times authorized by the University for assemblies.
- (D) Disruptive Conduct: Conduct that substantially obstructs, impairs, or interferes with teaching, study, research, or administration of the University; the authorized and other permissible use of University facilities, including meetings of students, faculty, staff, administrators, and/or guests, as well as athletic events; or the rights and privileges of other members of the campus community.
- (E) Muskingum University Community: Current faculty, staff, and students.

### 102. Guidelines

This policy provides guidelines for members of the Muskingum University Community who wish to assemble on University property. The goal is to balance the ability for individuals to express their viewpoints with the University's need to maintain a safe, non-

discriminatory, and disruption-free environment. Additionally, this policy ensures that assemblies are conducted in a manner consistent with the University's mission and values, promoting an inclusive and respectful educational community.

All assemblies must be registered and approved by the University in accordance with this policy.

Muskingum University is a private institution and therefore prohibits any individual or group who is not part of the Muskingum University Community from assembling on University property.

The University will designate University property ("Assembly Area") that can be reserved for assemblies from 3:00 – 8:00 p.m. on Monday-Friday ("Assembly Times") when traditional, undergraduate classes are in session (does not include reading days or exam periods) in a manner that does not disrupt University business or operations and subject to the terms of this policy. The designated Assembly Area will typically be the Quad.

All members of the Muskingum University Community may engage in peaceful and non-violent assembly, as registered and approved, on campus. However, disruptive conduct is not permitted. Participants must adhere to all University policies and local, state, and federal laws.

Participants must not obstruct entrances, exits, or pathways. Amplified sound is permitted only with prior approval.

Other prohibited actions include damage to University property, use of fire, explosives, or other hazardous materials, and physical violence or threat of violence.

Organizers are responsible for the safety and behavior of participants. Any materials used during assemblies (e.g., signs, banners) must be removed promptly after the event. Organizers must ensure that the site is left clean and undamaged. Encampments, including the use of tents, structures, or other sleeping arrangements, are prohibited. Any assembly that continues past 8:00 p.m. or any individuals who stay overnight in tents, structures, or other temporary sleeping arrangements will be deemed to be trespassing and will be subject to criminal prosecution under Ohio law.

### **103. Registration and Approval**

Registration and approval in compliance with this policy is required for all assemblies. The University will provide a registration form.

Assembly requests must be submitted to the Assembly Review Committee via the Assembly Registration and Approval Form. Requests will include the organizer's name and contact information, purpose of the assembly, date, time, estimated number of participants, and information about any non-Muskingum University Community participants, sponsors, or support, if applicable. In addition, both the person signing the Assembly Registration and Approval Form and the organization on whose behalf the Form is submitted shall guarantee the costs of any cleanup expense incurred by the University and the cost of repairing any damage to University property sustained as a result of the Assembly. Alternatively, the individual or organization submitting the Registration and Approval Form may provide the University with adequate insurance in

lieu of guaranteeing the cleanup and damage expenses.

Typically, assemblies will not be permitted on University property outside of the Assembly Area or during times outside of the designated Assembly Times. The University will consider requests for assemblies outside the Assembly Area and/or Assembly Times; however, a reason for the exception must be provided in the Assembly Registration and Approval Form.

The Assembly Registration and Approval Form must be submitted at least five business days prior to the proposed assembly date. The registration form must be received by 4:00 p.m. Monday through Friday. If more than one Assembly Registration and Approval Form is submitted for the same Assembly Time and/or Assembly Area, the University will prioritize the form that was submitted first, and the group or individual(s) who submitted the second form may be required to register for a different date or time.

The Assembly Review Committee will review all Assembly Registration and Approval Forms and provide a response to the requestor within three business days. In reviewing Assembly Registration and Approval Forms, the Assembly Review Committee will consider any health and safety concerns, any costs in ensuring appropriate event security, which may be passed to the requestor, the appropriateness and accessibility of the location for the assembly, potential interference with University business and operations, and any other relevant factor. The Assembly Review Committee shall not consider the requestor's viewpoint but may consider any known, prior conduct that may require appropriate planning for security.

Assemblies may not be advertised before registration is approved.

#### **104. Policy Compliance and Violations**

The Assembly Review Committee is responsible for overseeing compliance with the assembly registration and approval guidelines in this Policy. University Police are responsible for monitoring assemblies to ensure they comply with this policy and for responding to any violations or safety concerns.

Violations of this policy may result in disciplinary action under appropriate University policies and/or criminal prosecutions, if appropriate.

For students, disciplinary action will fall under the Student Code of Conduct, including but not limited to warnings, probation, suspension, or expulsion. The Office of Student Affairs will handle disciplinary actions for any policy violations in accordance with the Student Code of Conduct.

For faculty, the procedures will be those set forth in the Faculty Handbook. For administrators, administrators with faculty status, and support staff, the Human Resources Office will resolve disciplinary actions for any policy violations in accordance with the Employee Handbook.

For any individual or group who is not a member of the Muskingum University Community, as defined in this policy, University Police may require that they leave University property, may issue a no-trespass order, and/or make arrests for unlawful trespass or other criminal violations.

Additionally, legal actions may be pursued for violations of local, state, or federal laws.

**105. General Provisions**

This Assembly Policy is incorporated into the Muskingum University Employee Handbook, applicable to all employees, and into the Muskingum University Student Handbook.

This Policy will be reviewed on an annual basis, or as needed. The University reserves the right to add to, delete from, or otherwise amend this Policy at any time and in its sole discretion.