



Special Event and Political Campaign Activities Reeve Memorial Union

Reeve Union will schedule space for events in accordance with [building](#) and University of Wisconsin System policies as outlined in [Chapter UWS 21](#). Events and information tables may be requested following standard Reeve Union scheduling procedures.

Event Planning & Preparation

In order to ensure a safe and successful special event/political campaign activity, there are various departments that must review the request and the logistical requirements prior to approving the space request. Reeve Reservations generally requires a six week lead time for Special Event Requests. Once the request is received, Reeve Reservations will coordinate the approval process.

Event sponsors are encouraged to review policies and procedures prior to promoting their event.

1. In addition to UW Oshkosh's [posting policy](#), UWS 18.08 (9) states "No person may erect, post or attach any signs, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards." Additional information time, place and manner of promotion and [distribution of literature](#) in Reeve Union is available for review.
2. UW Oshkosh [chalking policy](#) includes but is not limited to the following: "Chalking may only be done outside. Chalking on vertical surfaces is prohibited (i.e. walls, sides of steps, doors, trash receptacles). Acceptable chalking materials include only washable, powder-based sidewalk chalk. Authorized chalking may not be tampered with or written over in attempt to deface chalking messages and purposes. Every OSA Recognized Student Organization has the right to chalk on University grounds but is obligated to follow chalking guidelines. No Student Organization may prevent or inhibit another Organization from chalking unless approved by the OSA President. No authorized chalking may violate any campus chalking policies set forth by campus governance groups.

Events sponsors are encouraged to organize and freely express ideas and distribute information during political campaigns, and must follow time, place and manner restrictions and abide by established policies. Unless otherwise documented as a private event, all events on University lands are considered public. Public events should allow the opportunity for the expression of differing or opposing views in accordance to the University of Wisconsin Conduct on University Lands policy outlined in [Chapter UWS 18](#). Reeve Union Reservations can assist event sponsors in identifying appropriate time, place and manner for the expression of differing views at public events.

Event Management

Event sponsors have the responsibility to plan and prepare for expected and unexpected activities during their events. Below is a link to UWS policy that outlines Conduct on University Lands found in [Chapter UWS 18](#). Specific policies include but are not limited to:

- Disorderly Conduct (Behaviors defined that may provoke disturbances).
- Picketing, rallies, parades, demonstrations and other assemblies (a variety of restrictions and requirements for how these activities may take place).
- Sound amplification (permissions required to guide permissible use of sound amplification).

Management of UWS policies and compliance on campus will be done by the Event Sponsors, Building Staff and University Police.

Review of special event/political campaign activity requests will be reviewed for approval by the following offices:

- Division of Student Affairs (Brandon Miller)
- University Marketing and Communications (Jamie Ceman)
- University Police (Chief Leibold)
- Reeve Memorial Union (Randy Hedge)