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## Contact the Office of the Dean of Students

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✉ [DeanofStudents@nau.edu](mailto:DeanofStudents@nau.edu)  
(mailto:DeanofStudents@nau.edu)

☎ 928-523-5181  
( )

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# Statement regarding planned events

The right to freedom of expression is protected by the First Amendment and is upheld by the Arizona Board of Regents and Northern Arizona University. Northern Arizona University supports the free expression of individual and group views on a variety of topics. The creation and maintenance of productive environments within which this

expression and exchange of ideas can take place is an important mission for the university. While the issues and topics may vary, we have a high expectation of the university that members of our community (students, staff, and guests) will respect the right of others to freely express their opinions, beliefs

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speech, including the right to assemble, to march, and other rights related to the expression of thoughts and ideas. Related to its role of creating and maintaining a conducive atmosphere for the free expression of views, the university recognizes the importance of organizing events so that they can be carried out in a positive and safe way. It is for this reason that the following guidelines have been established. These guidelines exist to ensure that the free exchange of ideas within public and designated public forums can occur, while simultaneously preserving public health, safety, welfare, the normal business uses of the campus, and the rights of all members of the NAU community to legitimately use and enjoy the campus.

## Procedures related to the organization of individual and group events

I. A planned event is a rally, demonstration, march, or other group event which is organized and promoted more than one day prior to the event; this does not include spontaneous demonstrations for which there is no prior promotion or organization. Prior to sponsoring a planned event, the organization representative should complete an Event Form (which is available in the Student Unions and Activities office, Room 111 of the University Union). The purpose of this form is to provide information pertaining to time and location of the event; purpose of the event; sponsor of the event as well as types of activities to be included at the event. This information is necessary to ensure that size, safety, logistics, and other considerations are properly addressed prior to a planned event.

II. The Event Form will be reviewed by a staff member in Student Unions and Activities, who will meet with the individual(s) submitting the form in order to discuss issues relevant to the planned event (including dates, times, location, concerns related to amplified sound, the potential for disruption of the mission of the institution, and safety and security issues). Representatives from other offices on campus may be asked to attend this meeting, in an effort to provide information regarding planning and logistics.

III. Sponsoring organizations are asked to be responsible for the following items:

1. That the event not block entries, exits, walkways, roadways or otherwise hinder the free flow of traffic (both pedestrian and roadway traffic)

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2. That the event not disrupt the educational mission of the university. This means that all precautions need to be taken related to amplified sound, locations and times of the event related to academic classrooms on campus, and other such activities that might otherwise disrupt the campus environment

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3. That policies related to sponsoring events on-campus be upheld. (Please review the following sections of the Student Handbook: [Finals Week/Final Exams Policies](https://www9.nau.edu/policies/Client/Details/64) (<https://www9.nau.edu/policies/Client/Details/64>), [Information Distribution Policy](https://in.nau.edu/dean-of-students/university-policies-rules-regulations/) (<https://in.nau.edu/dean-of-students/university-policies-rules-regulations/>), [Policy on Off-Campus Speakers](#), [State Law on Campus Disorder](https://www.azleg.gov/ars/13/02911.htm) (<https://www.azleg.gov/ars/13/02911.htm>), [Student Code of Conduct](https://public.powerdms.com/ABOR/documents/1491970) (<https://public.powerdms.com/ABOR/documents/1491970>)).

Contact Student Unions and Activities, University Union, Room 111, [928-523-4313](tel:928-523-4313) (), for the Event Form that accompanies these guidelines.

## Dean of Students

### Location

Room 104 Building 30

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### Mailing Address

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### Email

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