

WPI Campus Events Policy

INTRODUCTION

This policy governs requests to bring external speakers to campus. For purposes of this policy, the term “external speaker” means any person (or group) who is not a current WPI student, faculty or staff member. This policy does not apply to external speakers invited for official University or departmental colloquium or speaker series. The University reserves the right to modify this policy at any time.

A. Requests for an External Speaker to Appear on Campus

1. Members of the WPI community seeking to invite an external speaker should obtain written permission from the WPI Events Office. Requests should be made at least 14 days in advance of a proposed event, although this time may vary depending on the nature of the event, security needs, etc.
2. All requests must be submitted in writing through the Events Management System 25Live and must include the following information:
 - a) The name of the person or organization seeking to invite an external speaker to campus;
 - b) The name of the proposed external speaker, including any organizational affiliation, a description of the speaker’s bio, and a copy of the speaker’s CV, if available;
 - c) The date, time and location of the proposed event and an indication as to whether increased security may be necessary;
 - d) The number of people expected to attend the event, whether there will be a charge for attending the event; and whether the event will be open to the public;
 - e) Copies of any advertisements or communications publicizing the event.
3. All decisions whether to approve or disapprove an event involving an external speaker are within the discretion of the University. WPI reserves the right to approve or disapprove the use of University facilities or services for an external speaker.

B. Costs and Non-transferability of Authorization

1. The University may charge for the use of its facilities or services, including the costs of security. The applicant and the sponsoring group assume responsibility all for costs associated with the use of University facilities or services, and for any damage caused by group members or event participants. The applicant and the sponsoring group may also be subject to disciplinary action and penalties for any failure of group members or event participants to comply with University rules and regulations, including campus health and safety standards. The University reserves the sole right to determine security needs and costs for a proposed event. In addition, depending upon the nature of the proposed event, the applicant and/or sponsoring group may be required to obtain insurance naming the University as an additional insured.
2. Permission for an event is not transferrable. Substituting a different external speaker or transferring control of an event to another organization, group, or individual is prohibited, and may result in the termination of permission to use WPI facilities or services.

C. Policy Concerning the Time, Place, and Manner of Activities and Events

All events on campus, including events involving external speakers, must comply with all WPI policies, rules and regulations. Such events must not interfere with University property or the orderly conduct of University affairs or the University's obligation to protect the right to teach, study, and freely exchange ideas.

The core expectations for any individual or group using WPI property include the following:

1. **Respect the safety of WPI community members and visitors by avoiding behavior that harms, endangers or intimidates others.** Prohibited behaviors include threats, harassment, abuse, assault, disorderly conduct, or any conduct that threatens the health or safety of any individual or group.
2. **Engage respectfully and civilly with other members and guests of the WPI community.**
3. **Conduct all affairs with integrity and cooperate with University officials.** Prohibited behaviors include failure to comply with the direction of University or other officials acting while on University property or at

University functions; or resisting or obstructing University or other officials in performing or attempting to perform their duties.

4. **Avoid behavior that causes disruption in the WPI or broader community.** Prohibited behaviors include disruption, interference, or obstruction of the core mission of WPI, including teaching, research, or the administration of other University activities.
5. **Respect the property of the University and of others.** Prohibited behaviors include vandalism, damage, or destruction of personal, public, or WPI property.
6. **Respect and abide by property access limitations and restrictions.** Prohibited behaviors include blocking entrances to or otherwise interfering with the free flow of traffic into and out of campus buildings, offices, or roadways, and entering buildings or areas where access is not permitted.

Failure to comply with these expectations may result in the termination of approval and/or the immediate cancellation of an event. The University reserves the right to rescind permission for any event or activity, to reschedule any event to a different time or date, and/or to move an event or activity to a different location.

D. Sound Amplification

Sound amplification for events or activities must be approved, in advance, by the WPI Events Office.