

BUTLER ARTS & EVENTS CENTER

Performance, Presentation, and Speaker Events University Policy

Organizational Part: University

Policy Type: University Policies

Responsible Office: Butler Arts & Events Center

Effective Date: 8-24-2024

POLICY STATEMENT

Butler University understands that the exchange of ideas and the opportunity to critically analyze and express different viewpoints is essential to a free and vigorous academic environment. The University supports academic presentation, performance and speakers that engage and challenge through authentic intellectual dialogue and debate. As to any public events sponsored by faculty or staff and administrators or student organizations, the speakers and events are subject to time, place, and manner restrictions and to policies and procedures adopted by the University. As such, the University reserves the right to review speakers and programs. While restrictions on expression must be reluctant and limited, in some situations, they may be deemed appropriate.

This policy does not apply to signature presentation series offered to the general public and affiliated with or underwritten by the University e.g. the Woods Lecture Series and the Compass Center Seminar on Religion and Global Affairs or the performances scheduled by the Butler Arts & Events Center.

This policy also does not apply to speakers invited by the faculty of the University to speak in specific classes but not any broader audience on campus or in the public sphere, which presentations enjoy the benefits of academic freedom as long as the intended audience is students in a particular course(s). If any student activity fee funding is utilized for a faculty-invited speaker, then procedures applicable to student organizations apply.

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REASON FOR POLICY

The primary purpose of this policy is to assist members of the Butler community in planning and organizing events that are educational and enlivened by the free exchange of ideas appropriate to an academic community. This policy provides guidance for students, recognized student organizations, faculty, staff, and administrators who seek to sponsor a performance, presentation, or speaker (“Program”) at Butler University such that (a) the freedom to pursue truth may flourish; and (b) the opportunity to exchange ideas will not conflict with the rights or safety of others in the Butler community or interfere with the University’s mission, traditions, responsibilities and objectives as an institution of higher education.

PROCEDURES FOR REGISTRATION OF SPEAKERS, PERFORMANCES, AND PRESENTATIONS OPEN TO THE PUBLIC

1. An invited outside speaker must have a University sponsor.
2. Events open to the public must be registered/submitted to the Butler Arts & Events Center at least four (4) weeks prior to the event to ensure space, appropriate logistical support, and sufficient oversight. The name, topic, sponsoring entity (or entities), and the intention to invite the public is submitted at that time. Registration is very important as it allows University support services to connect on important logistics, e.g. ticketing, security, IT use, etc.
3. University faculty, staff and administrators will inform and receive written approval from their dean or divisional vice president of the intended speaker, topic, date, time and audience prior to reserving the event in the central reservations system.
 - a. It is the responsibility of the faculty or administrator host to inform their dean or vice president of whether the speaker or event intends to speak on a matter provocative in nature. If the speaker is intended to speak on a matter provocative enough in nature to result in protest, boycott, or similar controversy, it is incumbent upon the faculty or administrator to work with BUPD to draft a security plan for the event.
 - b. The enjoyment of the freedom to express points of view through different speakers and events is subject to time, place and manner restrictions and to policies and procedures adopted by the University.
 - c. The University reserves the right to reject or require alterations of programs that the University, in the judgment of the Executive Vice President for Academic Affairs and/or the divisional Vice President, deems to be inconsistent with its values and mission, that would endanger or imminently threaten to endanger the physical and/or emotional safety of any member of the University community, that would pose a threat to the physical facilities, or that would obstruct or disrupt the normal functions of the University.
 - d. Any speaker contract must contain an agreement that, in the case of clear and present physical danger to the University or local community, the sponsoring organization will accept the University’s decision to cancel, postpone, or cut short the event. Such a decision would be made by the Vice President for Academic Affairs and/or the divisional Vice President in consultation with the Chief of Public Safety in the exercise of their general responsibility for the safety of the University community.
 - e. If student fees are used to subsidize costs, stipulations in #4 apply.

4. The following apply to speakers and events hosted by registered student clubs and organizations of the University
 - a. As part of the educational process, students are encouraged to invite guest speakers to campus who have demonstrated expertise in an area of interest to the University community. Registered student organizations may invite to Butler University any person who, in their opinion, might contribute to the intellectual or cultural life of the University. Individual students wishing to invite a speaker to campus should seek the sponsorship of a registered student organization(s).
 - b. This enjoyment of the freedom to express points of view through different speakers and events is subject to time, place, and manner restrictions and to policies and procedures adopted by the University. As such the University reserves the right to review speakers and programs proposed by recognized student organizations.
 - c. The University also reserves the right to reject or require alterations of programs that the University, in the judgment of the Vice President for Student Affairs, deems to be inconsistent with its values and mission, that would endanger or imminently threaten to endanger the safety of any member of the University community, that would pose a threat to the physical facilities, or that would obstruct or disrupt the normal functions of the University.
 - d. Registered student organizations of the University who seek to sponsor a campus program may do so according to the procedures outlined below:
 - i. Students reserve on campus space (including tables) online. Reservation and programming policies apply to all online bookings. Student organizations planning events that include food, late night hours (after 11pm), alcohol, security, and road closures should consult the guidelines for each area of the event on the Student Activities website.
 - ii. All contracts must be submitted to the respective office minimally four (4) weeks in advance of the speaker. Neither an individual student nor representatives of student organizations may sign contracts. A completed contract cover letter must also be submitted at the time of the contract submission.
 - iii. The Office of Student Activities (AU 101), Office of Fraternity & Sorority Life (AU 307), the Efroymsen Diversity Center (AU 004) and the Butler Arts & Events Center (Clowes Memorial Hall) are all resources for campus events and program planning. Student organizations are encouraged to contact these offices with questions, concerns, and clarification for event planning and policies.
 - iv. There are two ways to access Virtual EMS (online booking system):
 1. Visit the EMS website
 2. Visit the Calendar & Event Scheduling section on my.butler.edu
 3. The submitted request will then be approved or denied by the supervising office. For approval, the student organization must have their event registered on Engage.
5. Any speaker contract must contain an agreement that, in the case of clear and present physical danger to the University or local community, the sponsoring organization will accept the University's decision to cancel, postpone, or cut short the event. Such a decision would be made by the Vice President for Student Affairs in consultation with the Chief of Public Safety in the exercise of their general responsibility for the safety of the University community.

6. Examples of programs the University would not approve would include those deemed to encourage, celebrate or glorify hatred, violence, abusive behavior, irresponsible or illicit drug and alcohol use, and the objectification of human beings. Furthermore the University will not approve any campus program which it determines cannot be held in a safe, orderly way, in adherence to its policies and procedures, without significant interference to other University events or normal functions.
 7. In all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.
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FREE SPEECH

Unlike public institutions, speech and expression are not absolute rights at a private institution. However, free speech is important to the University because of our commitment to reasoned and rational discourse. The exchange of ideas is vital to our primary function of development of ideas through research, teaching and learning. As such, the University expects that any approved and invited speakers will be allowed to deliver their message unimpeded by interruption or disruption. The University believes that an invited and approved speaker has the right to express themselves; the audience has a right to listen. Given those rights, should any individual wish to express their dissent to a speaker, program, presentation or topic, they shall do so in compliance and accordance with the Campus Demonstrations and Free Speech policy.

PHYSICAL DEMONSTRATION STRUCTURES

The University prohibits any permanent or temporary structures or shelters on University property. Refusal to remove a structure or shelter could result in criminal charges or conduct action. The University acknowledges that there are religious ceremonies and celebrations that utilize temporary structures. The Compass Center must approve those temporary structures no less than four (4) weeks prior to the ceremony and all such religious, temporary structures must be removed within 12 hours. No structure can be erected or remain on campus overnight (between 11pm-5am).

INVITED DIGNITARIES

In advance of an event for which a declared candidate for public office will be invited to campus, please contact the Office of the President for guidance and assistance. You may be required to have an officer from BUPD present at the expense of the hosting organization.

DISABILITY-RELATED ACCOMMODATIONS

It is the policy and practice of Butler University to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Under these laws, no qualified individual with a disability will be denied access to or participation in services, programs, and activities of Butler University.

Butler University is committed to ensuring its programs, services, activities, and benefits are accessible on an equitable basis to individuals with disabilities. The “Creating Accessible Events at Butler University” libguide was created to help event planners ensure that their event is as accessible as possible by outlining accessibility standards and best practices. See the libguide here - <https://libguides.butler.edu/c.php?g=1410733one> . For disability related accommodation requests for:

- Performance Venues: Clowes Memorial Hall, Schrott Center for the Arts, Shelton Auditorium, Eidson-Duckwall Recital Hall, or Lilly Hall Studio Theatre
 - Contact Clowes Box Office: clowesboxoffice@butler.edu
- All other Butler University-sponsored events: [Submit this form](#)
- For general accessibility questions:
 - Contact SDS: sds@butler.edu or 317-940-9308

For disability-related accommodation requests, please allow two weeks’ advance notice in order to allow adequate time to make arrangements. Although attempts will be made to honor accommodation requests with less notice, it cannot be guaranteed that without two-week notice a reasonable accommodation can be provided.

Visitors with an ADA (Americans with Disabilities Act) license plate, state ADA placard/hang tag, or an Indiana Disabled Veteran license plate may utilize any available ADA parking spot on the University. One must, however, be the driver of the vehicle or be the passenger. The placard/hang tag must also be valid (not expired) and be visible. Not doing so could result in a citation.

RESOURCES

For more information about the Butler Arts & Events Center, reserving spaces, and facility rental, please contact them:

Butler Arts and Events Center
Clowes Memorial Hall
4602 Sunset Avenue
Indianapolis, IN 46208

Phone: 317-940-9352
Email: buevents@butler.edu

For more information on accessibility on campus, please visit: <https://www.butler.edu/diversity-equity-inclusion/student-disability-services/physical-access-on-campus/>