



## PROTEST AND DEMONSTRATION ADVANCED NOTIFICATION FORM

### PROCESS OF NOTIFICATION

All Demonstration Organizers must notify the University of their intent by completing the Protest and Demonstration Advanced Notification form.

Demonstration Organizers *not* employed or enrolled with the University must provide notice of the protest or demonstration by submitting a completed Protest and Demonstration Advanced Notification Form to the Event Services Office no less than five business days in advance.

University employees or enrolled students organizing demonstrations may be given an exemption from the five-day advanced notice requirement if the demonstration is in response to news or recent developments that became public within the last 24 hours (see “D. Impromptu Protest or Demonstration”). In these cases, organizers must submit a completed Protest and Demonstration Advanced Notification Form to the Event Services Office. The University will work with the organizers to ensure compliance with all other policy requirements.

### POLICY COMPLIANCE

Demonstration Organizers must take reasonable steps to ensure that all participants comply with the Protest and Demonstration Policy. Campus community members who violate this policy may be subject to administrative disciplinary action. Organizers and participants not employed or enrolled with the University may be subject to relocation or removal from campus. Any participant involved in disruptive or otherwise illegal activity may face criminal charges and be liable for damages and related expenses.

- Demonstration Organizers must ensure that maximum occupancy limits are always observed.
- Demonstration Organizers must present a copy of the completed Protest and Demonstration Advanced Notification Form to any University official upon request on the day of the protest or demonstration.
- Demonstration Organizers may be required to provide a general liability insurance certificate if the demonstration or protest poses significant risk or liability concerns.
- Demonstration Organizers accept responsibility for reimbursing the University for the cost of cleaning, repairing, or replacing any damaged University property, as well as any associated staff hours.

## PROTEST AND DEMONSTRATION ADVANCED NOTIFICATION FORM

Primary Organizer		
First Name:	Last Name:	Phone:
Email:	Address:	
Organizer is enrolled or employed by the University		
Organizer is not enrolled or employed by the University		
Organization Name (if applicable):		
Additional Organizer(s)		
First Name:	Last Name:	Phone:



First Name:	Last Name:	Phone:
First Name:	Last Name:	Phone:
Date of Protest/Demonstration:		Time of Protest/Demonstration:
Duration of Protest/Demonstration:		
Anticipated Headcount:		
Locations (see Demonstration Policy for specific location instructions)		
Stationary Demonstrations	<input type="checkbox"/> Campus Entrance University Drive West	<input type="checkbox"/> Campus Center Lawn <input type="checkbox"/> Skylight Park Plaza <input type="checkbox"/> Campus Center Terrace 1-1500
Mobile Demonstrations	<input type="checkbox"/> March, parade, procession Please indicate planned route on campus:	
Nature of Protest/Demonstration:		
Will the Protest/Demonstration involve the use of amplified sound equipment?		Yes      No
If applicable, please list type of amplification devices (speakers, bullhorns, etc.):		
Security needs and/or plans to address disorderly or disruptive conduct during protest or demonstration:		
Other considerations:		

As the Primary Organizer, I acknowledge that I have read, and agree to abide by, the University Space Use Policy.

Signature of Primary Organizer:

Date:

The completed form should be emailed to the Campus Center and Event Services office at [event.reservations@umb.edu](mailto:event.reservations@umb.edu).