

24.01.99.C0.01 Guest Speakers, Lecturers, and Entertainers



Approved: July 31, 2000
Revised: October 8, 2018
Next Scheduled Review: October 8, 2023

Procedure Summary

Texas A&M University-Corpus Christi exists to foster ideas and their exchange. This exchange occurs inside and outside of the classroom, formally and informally, and may involve non-university affiliated guest speakers, lecturers, or entertainers. Such exchange can only occur if properly planned and order maintained. The following procedure is designed to serve this objective.

Definitions

University Group – An official university academic or administrative unit or registered student organization.

Non-University Group – Any group or individual not formally recognized or affiliated with Texas A&M University-Corpus Christi

See university procedure *41.01.01.C0.01, Use of University Facilities* for additional information on university and non-university groups and other applicable definitions including: traditional public forums, designated public forums, limited public forums, and nonpublic forums.

Procedure

1. University Groups
 - 1.1 Any university group, as defined above, may invite speakers, lecturers, or entertainers to appear on campus.
 - 1.2 Registered student organizations are university groups. These organizations are encouraged to obtain the written acknowledgment of their faculty/staff advisor or, when unavailable, from the Director of Student Activities, to have a paid speaker, lecturer, or entertainer on campus. The acknowledgment shall be provided to the appropriate scheduling office (e.g., University Center, Performing Arts Center,

Dugan Wellness Center, Registrar) to reserve the space.

- 1.3 University groups coordinate all university functions held on campus. The sponsoring university group(s) should submit an Institutional Event Notification form to the Office of Community Outreach (OCO) when such events are planned and are open to the public. This form is available on the OCO website. Representative(s) from sponsoring university group(s) must attend the event throughout its duration.

2. Non-University Groups

- 2.1 Events organized by a non-university group held on the Texas A&M University-Corpus Christi campus must be sponsored by a university group, as defined above, subject to the exception stated in section 2.3 of this procedure.
- 2.2 Non-university groups with an eligible sponsor may request to utilize university facilities to host events with speakers, lecturers, or entertainers. The non-university group, in consultation with the sponsoring university group, will submit a Request for Proposal (RFP) form through the OCO website. OCO will review each RFP to determine if an appropriate venue is available for the requested date; reviews will be viewpoint-neutral. If the event is scheduled, OCO will coordinate event logistics in consultation with the sponsoring university group and charge appropriate fees to the non-university group.
 - 2.2.1 The sponsoring university group will coordinate communication between the non-university group and OCO for the desired space.
 - 2.2.2 If the non-university group is unable or unwilling to pay the fees assessed, the sponsoring university group will be responsible for any unpaid charges.
- 2.3 Events organized by a non-university group are **not** required to have an eligible sponsor for planned or spontaneous events being held in a traditional public forum or designated public forum, as defined in university procedure *41.01.01.C0.01, Use of University Facilities*, when the event involves a small group, is not promoted in advance, and/or is expected to draw a crowd of less than twenty-five (25) people. Organizers for such events are also not required to complete an RFP through OCO for the event.
- 2.4 A student who is not a member of a registered student organization and wishes to invite or contract with a speaker, lecturer, or entertainer, must seek collaboration with a university group to hold the event.
- 2.5 Non-university groups may not use registered symbols, insignia, graphics, or other identifying marks, including but not limited to, all registered marks of the university's name, abbreviations, symbols, emblems, logos, mascot, slogans, marketing themes, official insignia, uniforms, landmarks, and songs without the

express written authorization from the university's Division of Marketing and Communications. See university procedure *09.02.99.C0.01, University Name and Indicia Usage* for more details. University endorsement of any guest speaker, lecturer, entertainer, or special event may not be stated or implied by any individual, group, or organization. This provision will be consistently enforced.

3. Responsibilities and Governance

- 3.1 The logistical and financial arrangements for a speaker or performer, the conduct of the speaker or performer on campus, and the good order of the activity are the responsibility of the sponsoring university group; the sponsoring group will be financially responsible for costs associated with the activity. The First Amendment protects a wide-range of speech, but certain speech is not protected by the Constitution: defamation, obscenity, disruption of the academic environment, true threats of violence, inciting imminent lawless action, and discriminatory (sexual, racial, etc.) harassment. Events should be managed to avoid these outcomes.
- 3.2 Refer to section II of the Purchasing Policy and Procedures Handbook for the processing protocol for services from guest speakers, lecturers, and entertainers.
- 3.3 Associated university group(s) and non-university group(s) will be financially responsible for any and all damages caused by acts of misconduct or impropriety on the part of the speaker/performer or those acting in concert with them. In the event that the non-university group is unable or unwilling to pay for all damages, the sponsoring university group will be responsible for the unpaid amount.
- 3.4 The President or their duly authorized representative may order an event to be terminated on grounds that its presence on campus results in a "period of disruption" (as defined by the Texas Education Code Section 51.231). Any member of the faculty or staff or any student who resists such an order may be subject to disciplinary action. Non-university groups who resist such an order may be denied access to university facilities and may face criminal prosecution.
- 3.5 State law regarding candidates for public office campaigning on public property and all other applicable statutes must be observed. Refer to university rule *07.03.01.C1, Political Campaign Events on Property Under the Control of Texas A&M University-Corpus Christi* for more information. For any event that involves a candidate for public office or any type of political campaigning, OCO and the President's Office should be notified of the event, in writing, a minimum of three (3) working days in advance.
- 3.6 For information on additional issues related to the scheduling of events and the use of university facilities, refer to university procedures *41.01.01.C0.01, Use of University Facilities* and *07.03.01.C0.01, Freedom of Speech, Assembly and Demonstration*.

Related Statutes, Policies or Rules

[Texas Education Code Section 51.231](#)

System Policy [24.01, Risk Management](#)

University Rule [07.03.01.C1, Political Campaign Events on Property Under the Control of Texas A&M University-Corpus Christi](#)

University Procedure [09.02.99.C0.01, University Name and Indicia Usage](#)

University Procedure [41.01.01.C0.01, Use of University Facilities](#)

University Procedure [07.03.01.C0.01, Freedom of Speech, Assembly, and Demonstration](#)

This procedure supersedes:

- [11.99.99.C3, Guest Speakers, Lecturers and Entertainers](#)
-

Appendix

[Request for Proposal](#)

[Purchasing Policy and Procedures Handbook](#)

Contact Office

Contact for clarification and interpretation: Vice President of Student Engagement and Success
(361) 825-3404
Vice President for Institutional Advancement
(361) 825-5749
Office of Community Outreach
(361) 825-5773