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Speech and Expression

Policy on Speech and Expression

Implementation

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# *Implementation Guidelines for Georgetown University's Policy on Speech and Expression*

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## Implementation Guidelines

As stated in Georgetown University's [Policy on Speech and Expression](https://www.georgetown.edu/speech-and-expression/policy/) (<https://www.georgetown.edu/speech-and-expression/policy/>), "the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution." Such regulations seek to reconcile the freedom of expression proper to a university with other considerations, such as: health and safety, numbers of people, multiplicity of activities, scheduling, and space available.

The following implementation guidelines supplement the Policy on Speech and Expression. They are not exhaustive, but articulate some of the more typical time, place, and manner regulations on Georgetown University's campuses. In addition to the University-wide implementation guidelines set forth below, Georgetown's campuses may adopt campus-specific time, place, and manner guidelines, which can be found in the Appendix to these guidelines.

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## Time, Place and Manner Guidelines

### A. Public Squares

As a University dedicated to free and open inquiry, deliberation and debate, Georgetown welcomes speech and expressive activity, in many forms, throughout its campuses. Georgetown has also identified certain "public squares," which are well suited to expressive activity and where certain types of expressive activity (e.g., flyering, tabling and physical structures) may take place in keeping with these and campus-specific guidelines.

These areas are available, without prior arrangement, for University community members between 8:00 a.m. and 10:00 p.m. for the purpose of exchanging ideas.

For campus-specific information, see the Appendix to these Guidelines.

### B. Tabling and Physical Structures

Tabling is a method of expressing a viewpoint by setting up a table to distribute or display materials, or otherwise engage in expressive activity. Individuals or groups may also set up reasonably sized physical structures when engaging in expressive activity.

Unless otherwise authorized by appropriate University officials, tabling activities and/or the placement of any physical structures must comply with all relevant University rules, including:

1. Only members of the Georgetown University academic community may table or place physical structures.

2. In the interest of safety and security, tabling and/or the placement of physical structures may only occur between the hours of 8:00 a.m. and 10:00 p.m.; tables or other physical structures may not remain in place overnight; must be accompanied by a ~~(<https://city.wv.georgetown.edu>)~~; and must be temporary in nature, not staked in the ground or affixed to campus property.
3. The University may place reasonable restrictions on the location, size, and number of tables or other physical structures, to ensure such items do not damage property, disrupt University activities, or compromise egress or safe passage in and out of buildings or through campus (certain reservable spaces may have established occupancy limits).
4. In accordance with Georgetown's fire safety policies, no open fire or flame is permitted on campus unless authorized by appropriate University officials.

University officials may monitor tabling in campus areas for potential conflicts with scheduled events in reservable spaces.

For campus-specific information, see the Appendix to these Guidelines.

### **C. Posting or Distributing Printed Materials**

Only members of the Georgetown University academic community may hang posters or distribute printed materials on University property. Postings must comply with all University rules, including:

1. Unauthorized use of Georgetown University's name or marks in printed materials is prohibited;
2. If posting in unauthorized locations results in damage to University property, restitution will be required from the responsible party; and
3. Fire and safety codes prohibit posting flyers in stairwells, on doors, and on stair rails.

For campus-specific information, see the Appendix to these Guidelines.

### **D. Chalking, Banners, and Projections on University Property**

The University regulates the use of chalk, banners, and projections on University property, in recognition that University property is a shared resource.

1. Chalking on the exterior walls of any campus building is prohibited. If chalking in unauthorized locations or with the wrong type of material results in damage to University property, restitution will be required from the responsible party.
2. Banner space may be reserved for the purpose of marketing events of official university programs.
3. Projecting words, images, bright lights/beams, or other content, onto or into University property, including the exterior walls of any campus building, is prohibited unless authorized by appropriate University officials.

For campus-specific information, see the Appendix to these Guidelines.

### **E. Amplified Sound**

Amplified sound is prohibited when it unreasonably interferes with University business or academic operations.

## F. Campus Media

All campus media groups fall within the free speech protections offered by the Speech and Expression Policy. Georgetown University does not engage in any pre-production editorial review of campus media outlets. As publisher of campus media organizations, Georgetown reserves the right to restrict paid advertising in campus media, in accordance with the [Advertising Policy for Campus Media](https://studentaffairs.georgetown.edu/policies/student-life-policies/student-organizations/advertising-for-student-media/) (<https://studentaffairs.georgetown.edu/policies/student-life-policies/student-organizations/advertising-for-student-media/>).

## G. Email and Campus Technology Resources

All University community members must comply with University policies with respect to their use of email and campus technology resources, including the Acceptable Use Policy, Policy Statement on Harassment, and applicable codes of conduct and professionalism.

Groups or individuals may maintain email distribution lists for the purpose of promoting events. Student organization email distribution lists should include a mechanism for individuals to opt out of distribution. Student organizations may be provided access to certain broadcast channels in accordance with University policies.

## H. Failure to Comply

Individuals or groups who violate, or do not comply with the directives of University officials with regard to, these guidelines and all implementing guidelines for each campus in the Appendix, are subject to disciplinary action.

Nothing within these guidelines shall be construed to confer rights on any person not a part of the Georgetown University academic community.

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## Event Guidelines

Campus officials may implement rules regarding event sponsorship and access on each of the University's campuses. For campus-specific information, see the Appendix to these Guidelines.

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## Speech and Expression Committees

For information about campus-specific Speech and Expression Committees, see the Appendix to these Guidelines.

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## Appendix to Guidelines

In addition to the University-wide implementation guidelines set forth above, Georgetown's campuses may adopt campus-specific time, place, and manner guidelines, as described below.

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# Hilltop Campus and Capitol Campus

(<https://www.georgetown.edu>)

The following guidelines for the Hilltop Campus and Capitol Campus apply to the Main Campus, Medical Center and schools and programs on the Capitol Campus (e.g., McCourt School of Public Policy, Capitol Applied Learning Labs), except for the Law Center.

## I. TIME, PLACE, AND MANNER GUIDELINES

### A. Public Squares

The following places have been identified as public squares:

- Red Square (the plaza adjacent to ICC)
- The east area of Regents Lawn between Regents Hall and Tondorf Road
- Leavey Center Lobby
- A portion of the patio in front of Healey Family Student Center
- Pergola area between Dahlgren Memorial Library and Basic Science Building

### B. Tabling and Physical Structures

Unless otherwise authorized by University officials, tabling and/or placement of any physical structures may only occur in the following areas:

1. Public squares described in these guidelines;
2. In front of Lauinger Library, from the steps to the edge of Healy Hall provided that ample room is allowed for egress and safe passage along this pedestrian corridor;
3. Alumni Square Courtyard, provided that no reservations have been made through Georgetown Event Management Services (GEMS) or the Alumni Square residential community for an event in this space.

In residential areas, the following guidelines apply:

1. No more than 3 tables/structures are permitted in these areas at one time and each must be at least 15 ft. from residential entrances;
2. University officials have the right to restrict tables/structures in a residential areas if students raise concerns about noise or access to buildings; and
3. Tabling and use of structures may not occur in a reservable residential outdoor space when reservations have been made for an event.

### C. Posting or Distributing Printed Materials

Interior bulletin boards exist in academic and student spaces. Some residential areas also provide bulletin boards for general announcements.

**Interior Postings:** All posters and flyers placed on campus inside buildings must be in compliance with the following guidelines:

1. Materials may only be posted on unenclosed public bulletin boards or kiosks. Only one flyer or poster per bulletin board is permitted, to allow for ease of reading and to give others equal opportunity to post. Flyers and posters should never be hung where they cover or obscure previously posted current materials. Departmental bulletin boards are not intended for public announcements and may be used only by the appropriate department or school.
2. Posting materials in residential community spaces is governed by the Residential Living rules. Some bulletin boards in residential spaces are for common use, but others are for official use by University staff. Doors to residential rooms or apartments are considered the responsibility of the resident; students may use this space to post flyers or materials intended to express personal views.
3. Due to the distinct nature of some locations, additional requirements, guidelines or limitations may be posted there.

**Exterior Postings:** All posters and flyers placed on campus in exterior locations must be in compliance with the following guidelines:

1. Flyers and posters should be posted only in the following designated areas: Red Square (not on walls adjacent to the ICC main entrance), Darnall, New South, Alumni Square, and at the arches of Henle.
2. Flyers and posters should be posted only with masking tape, and only on walls or specially defined and designed areas on lampposts (not taped to the posts themselves).
3. Flyers may not be posted on windows, doors, trees, benches, recycling or trash containers, on University artwork, statues, or signage, Campus Gates (or Gatehouses), nor on pavement (including all sidewalks, streets, squares, etc.).
4. Flyers and posters may be posted at outdoor locations up to one week before an event. Individuals must remove their flyers or posters immediately following an event.
5. Grounds staff will remove all exterior flyers and posters every Monday before 10 a.m., unless otherwise posted or updated here.

Printed materials may be distributed in any location on campus except classrooms or offices in use. When distribution is associated with a particular event, whether indoor or outdoor, the location of indoor handbill distribution may be reasonably restricted on occasion to preserve safety and security at events.

The University may engage in periodic, viewpoint-neutral removal of posters and flyers for maintenance purposes.

#### **D. Chalking, Banners, and Projections on University Property**

Chalking is permitted on the brick pavers of Red Square. Chalk must be water-soluble "sidewalk" chalk, which wears away with water or foot traffic.

Banner space exists for the purpose of marketing events of official university programs. Banner space in Red Square may be reserved by the week through [Georgetown Event Management Services](https://eventmanagement.georgetown.edu/) (<https://eventmanagement.georgetown.edu/>) (GEMS). Banners may only be hung in approved locations and

in accordance with the Banner Policy (<https://eventmanagement.georgetown.edu/tables-and-banners/>). An exception will be made for banners hung outside of the standard banner area in Red Square for the purpose of student government elections. (<https://www.georgetown.edu>)

Projecting words, images, bright lights/beams, or other content, onto or into University property, including the exterior walls of any campus building, is prohibited unless authorized by appropriate University officials

## **II. EVENT GUIDELINES**

### **A. Event Sponsorship**

An individual member or group of members of the Georgetown University academic community may invite any person to address the community. For purposes of this document, an event is any public meeting organized by such an individual or group primarily for the dissemination or exchange of ideas. Events may be sponsored by individual students, groups of students, or student organizations with access to University benefits. "Public meeting" shall not be construed to include formal academic convocations, regularly scheduled classes, or regular business meetings of University organizations. Student organizations with access to University benefits may engage in co-sponsorships with any group, regardless of Access to Benefits status of the partner group.

Guidelines on co-sponsorship for undergraduate student organizations are available on the Center for Student Engagement website. Student organizations that co-sponsor an event with any other group will not be sanctioned on that basis.

### **B. Event Location**

The individual or group hosting an event must reserve the place where it will occur on campus, in accordance with registration requirements set forth by the University office that manages that space.

Classrooms are places of dialogue and free exchange for the Georgetown University community. Classrooms may be reserved through the Office of the Registrar. The University will accommodate equally all students and student groups who wish to schedule an event or meeting exclusively for the Georgetown community in a classroom space, subject to availability. Restrictions shall not be placed on an individual's reserving classrooms for the purpose of limiting, managing or controlling the content of the gathering. Individuals must comply with the relevant classroom use policy for their campus, and any other relevant University policies.

Requests to host external groups or speakers in University classrooms are subject to review and consideration under relevant classroom use, event review, and student organization policies, and must be approved. External groups are not permitted to use University classrooms without sponsorship by a University department or organization with access to benefits, or a contract defining the terms of use.

Physical space to conduct dialogue is a critical component of free speech. Individual students who seek to host events to promote dialogue or discussion can attend training hosted by the Center for Student Engagement (<https://getinvolved.georgetown.edu/>) to clarify and affirm their understanding of policies related to classroom use for free speech purposes. Students who attend training will have access to the same expedited classroom reservation process as student organizations with access to University benefits for internal group meetings only.

The individual reserving the classroom is responsible for ensuring compliance with all relevant policies. Failure to comply with relevant policies, including classroom use policies, may result in an individual's or organization's loss of ability to reserve classrooms in the future (<https://www.georgetown.edu>).

This policy does not pertain to commercial activities or gatherings or use of classrooms; commercial activity – the conducting of any business for exchange of goods and services for money or personal financial gain – is not permitted in Georgetown University classrooms. This policy does not pertain to external organizations.

### **C. Costs**

An individual, organization, or department hosting an event is responsible for all costs associated with the event, including security if such is deemed necessary by the University administration. No University subsidy will be available unless by prior arrangement. However, security costs shall not be construed as a disincentive to host an event of a controversial nature, so student groups encountering budget limitations should reach out to the Center for Student Engagement (<https://getinvolved.georgetown.edu/>) or other relevant University office as early as possible to plan for event costs accordingly. In rare cases, groups may request a waiver of security costs. For more information, contact the Center for Student Engagement at [getinvolved@georgetown.edu](mailto:getinvolved@georgetown.edu) (<mailto:getinvolved@georgetown.edu>).

### **D. Access to Events**

Any event that receives financial support or other benefits of any kind from the University must be open to members of the academic community. If seating is expected to be limited, an equitable means of ticket distribution must be approved by the appropriate campus office. Such events ordinarily shall allow for a period of questions from the audience.

All event hosts should incorporate a method to allow event attendees to request reasonable accommodations in order to make the event accessible to individuals with disabilities. This should be included as a statement of accommodation request in all material marketing and advertising an event. The notification should read:

“Accommodation requests related to a disability should be made by [specific date] to [sponsoring department contact person, phone number and email address]. A good faith effort will be made to fulfill requests made after [date].”

### **E. Protest of Events**

An individual or group wishing to protest at an event may do so as long as any speaker's right to free speech and the audience's right to see and to hear a speaker are not violated. Student organizations and University departments are required to plan for the possibility of protests while organizing their events, which includes arranging for a trained speech and expression monitor to be present during the event if they know or expect a protest may occur. The sponsoring group or department should prepare an area adjacent to the location of their event for protests, even if that means reserving an outdoor or lobby space. The Center for Student Engagement (<https://getinvolved.georgetown.edu/>) and other University offices will train clubs and organizations accordingly and assist with such reservations. This does not mean protests are limited to such areas alone.



Protesting in a public forum or in the media are expressions of free speech, not University benefits extended to student organizations. Expressive activities planned and executed with the intention of protesting an event, policy or other concept can take place in all campus locations regardless of whether the space has been reserved for that purpose, as long as the actions do not violate other University policies, disrupt University business, or curtail the free speech rights of others.

## **F. Entrance into University Buildings by Protesters**

Protesters who are members of the University community will be allowed entrance into any University building unless they are disturbing University activities such as class or office work. They will be permitted to stay in the building until the building is closed for the day, or until the office or area closes for business that day. Entrance into the building does not mean entrance into any or all offices or spaces, and certain spaces may be deemed inappropriate for protest due to the nature of the space (for example, spaces where religious services are held). Appropriate University officials will confer to determine whether a protest may continue. Fire safety and building egress will be maintained in University buildings at all times.

Protesters may not enter a building if that space has been secured for a speech to be given in that building. For example, the Healy lobby is often used for entrance to speeches in Gaston Hall. In that case, the protesters must remain outside the building in a space previously designated by appropriate University officials. This policy applies to any buildings where a major event or speaker is hosted.

## **G. Literature and Publicity**

Georgetown University encourages the community to promote events and activities responsibly through a full range of available media. Certain information and communication channels are open to any individual member of the University community, such as flyering on designated bulletin boards, chalking messages in approved areas, tabling in public squares, purchasing or requesting advertising in campus media, and using any variety of public social media platforms. Certain information and marketing channels are deemed official University resources and are available only to organizations with access to benefits or University departments. These channels include reserved tables in designated campus locations, University broadcast messages, electronic message and display systems, and banners in designated banner areas.

Communication and publicity should be conducted in a manner that is respectful of others' rights to share information and recognizes one's part in the University community. The foremost issue in this policy is the safety and security of the University community and visitors. Georgetown also strives to be environmentally responsible. Many of the restrictions exist to ensure safety and respect for all.

## **III. SPEECH AND EXPRESSION COMMITTEE**

On the Hilltop Campus, the Vice President for Student Affairs has the responsibility for administering these guidelines. Only in extreme cases of violation of these guidelines can the Vice President prohibit speech and expression before it occurs. In administering these guidelines, the Vice President shall be advised by a Committee on Speech and Expression, composed of four undergraduate students, one graduate student, appropriate staff from Student Affairs, and four faculty or academic administrators. The Vice President and the Committee may

consider and implement revisions and improvements to these guidelines in a manner consistent with the ideals articulated at the beginning of this document. Committee members will also hear appeals regarding the enforcement of this policy. (<https://www.georgetown.edu>)

## **A. Student Appointments**

Three undergraduate representatives will be appointed by GUSA for single academic-year appointments through a campus-wide application process, and one by Student Affairs. One graduate student will also serve on the committee, to be appointed by the GradGov. Four faculty members or academic administrators will be appointed through existing procedures to renewable, two-year terms.

## **B. Correspondence**

Concerns related to free speech and expression can be reported to the Office of the Vice President for Student Affairs by emailing [speechandexpression@georgetown.edu](mailto:speechandexpression@georgetown.edu). A response will be made within two business days of receiving the email. The committee, in consultation with the Vice President for Student Affairs, will review complaints and refer incidents and individuals to appropriate offices for follow up and response. The committee may also issue opinions or provide recommendations in the interest of upholding these principles and ensuring university practices are aligned with this policy.

## **C. Training**

Training on the management of speech and expression issues for University departments, student organizations and other relevant groups hosting events will be available by the Center for Student Engagement in collaboration with other departments on campus. Groups concerned about speech and expression issues related to an event, protest or other matter are encouraged to email [getinvolved@georgetown.edu](mailto:getinvolved@georgetown.edu).

## **D. Violations of the Speech and Expression Policy**

Violations of the policy and/or guidelines will be handled through the appropriate University disciplinary system. It is a violation of this policy to curtail the free speech rights of others. Actions that violate this policy include disrupting events to prohibit others from hearing the views of an invited speaker, removing flyers or other materials from individual student's residence hall doors, or otherwise limiting another's ability to express a view or perspective.

Nothing within this policy shall be construed to confer rights on any person not a part of the academic community as defined herein.

## **E. Speech and Expression Committee Opinions**

The Speech and Expression Committee hears complaints from members of the Georgetown community regarding issues of free speech and expression. The Committee issues opinions regarding these complaints which may serve to illuminate the nature of the issues at stake with these concerns, and offer guidance for practical follow up and policy clarification.

## Law Center

(<https://www.georgetown.edu>)

For campus-specific implementation guidelines applicable to the Law Center, including guidelines on tabling, flyering/advertising, and events, please refer to the [Law Center's website](#)

(<https://www.law.georgetown.edu/your-life-career/activities-organizations/student-organizations/studentorgresourcespolicies/>).

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## School of Continuing Studies (SCS)

- SCS has designated the C2 Level of the Atrium in the 640 Massachusetts Avenue NW building (in front of the tiered wooden benches) for expressive activity (e.g. flyering, tabling and physical structures) during standard building operational hours. The existing furniture and designated Atrium space on the C2 level may be used for expressive activities, provided that it does not prevent others from sharing/using the space.
- Because the Atrium of the 640 Massachusetts Avenue NW building is an indoor space surrounded by classrooms:
  - Amplified sound and/or activities that unreasonably interfere with University business or academic operations are prohibited.
  - In order to use the C2 level of the Atrium for expressive activities, notice of the activity must be sent to [scsservicerequests@georgetown.edu](mailto:scsservicerequests@georgetown.edu) (<mailto:scsservicerequests@georgetown.edu>) no later than 24 hours in advance of the intended time.
- Flyers may be placed on the C2 level of the Atrium on the designated whiteboard columns without prior agreement/arrangement, as long as they do not damage the surfaces.

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## Georgetown University-Qatar Campus

For campus-specific implementation guidelines applicable to GU-Q, including guidelines on tabling, flyering/advertising, and events, please refer to [Georgetown University in Qatar's website](#)

(<https://www.qatar.georgetown.edu/current-students/policies-and-procedures/speech-and-expression-policy/>).

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