

**RESPONSIBLE DEPARTMENT:** Communications and Public Affairs

**CONTACT:** Tom Cronin, Director of Government Relations

## **Guidelines for Hosting Political Events**

### **Introduction and Purpose**

As the flagship public university of the First in the Nation Primary state, the University of New Hampshire is committed to facilitating the free exchange of ideas by hosting events of a political nature on campus. The university encourages candidates, campaigns, political parties and other political organizations to utilize university facilities for events that engage the campus community, the state and the nation in the political process.

These guidelines are intended to facilitate the fair, efficient and safe use of UNH facilities in compliance with state and federal laws that govern the university as a public, tax-exempt, educational institution. UNH has an obligation to be neutral in the election process and will not use its facilities on a preferential basis to support political campaigns or candidates.

### **Application**

These guidelines apply to events that are publicly promoted and feature a state or federal political candidate, surrogate, or organization.

They do not apply to academic classes or closed meetings that are not advertised beyond a known and limited group. As a courtesy, notification to Communications and Public Affairs (CPA) that a political candidate, surrogate, or organization will be on campus for a closed event or classroom appearance is appreciated.

UNH faculty, staff and students who would like to host candidates or political organizations at an event open to the general public are required to contact CPA for assistance. In such cases, campus entities will be expected to comply with university policies related to equal opportunity and neutrality, the event should be consistent with the university's educational mission, and sponsoring organizations will be expected to cover all costs related to those events.

### **Scheduling**

The university has a wide range of spaces available to meet the needs of most events. Interested political candidates, surrogates, or organizations should contact CPA which will serve as the primary point of contact for the sponsoring entity and as a liaison between the sponsoring entity and other university departments.

## **Fees**

As a public university receiving taxpayer funds, UNH seeks to recover reasonable costs associated with holding political events. When working with CPA, political candidates, surrogates, or organizations will be billed using the internal facility charges.

Unless a facility's fee schedule includes set-up/breakdown of seating and staging and audio-visual equipment, those costs will be charged in addition to the base facilities charge. Additional charges may apply for operations outside of normal business hours, catering, parking and other incidental expenses.

Decisions regarding the necessity of law enforcement or fire personnel and the costs associated with such staffing are at the sole discretion of the UNH Police Department and the Durham Fire Department. Related charges will be billed to the political candidate, surrogate, or organization.

CPA will make every attempt to communicate total expected costs to political candidates, surrogates, or organizations when presenting a contract for services. However, CPA reserves the right to pass along any additional costs that arise as a result of changes to the original scope or unexpected developments.

## **UNH Police**

UNH Police are responsible for the safety of the campus community and visitors. The Police Department makes every effort to understand the unique security needs for each event, which include, among other items, the intricacies of each facility, the expected number of attendees, the prominence of the speakers, law enforcement threat data, and other events on campus or in the surrounding communities. These factors dictate the security estimate that will be provided, with the understanding that the estimate can be adjusted based on changes to these or other factors prior to the event.

## **Outside Law Enforcement and Security**

Visitors who intend to bring, or may require, outside law enforcement or a security detail will require a consultation with the UNH Police Department. Outside security personnel have no authority on campus and security personnel other than federal law enforcement officers must obtain permission to possess firearms on campus in accordance with USNH policy.

## **Outside Vendors**

Visitors are permitted to contract with outside vendors as desired in compliance with university and venue rules and regulations. UNH maintains a list of approved vendors for consideration. While not an exclusive or exhaustive list, those listed have worked with the university in the past and will be familiar with the spaces and policies.

## **Fundraising Prohibited**

No political fundraising activities may take place at, or in connection with, a political event held at the UNH. Candidates and organizations should refrain from distributing fundraising materials or making fundraising appeals as a part of their presentations.

### **Compensation Prohibited**

No compensation, honorarium, or expenses may be paid to any political candidate or political organization.

### **Campaign Materials/Solicitation**

Political candidates and political organizations may not affix or plant signs or other campaign materials on university property outside of the event room/location. Hanging of political material inside of an event location may be permitted at the discretion of university staff responsible for managing the room/location. Any damage created as a result will be billed to the political candidate, surrogate, or organization.

Distribution of campaign related materials is permitted inside of the event location only. Political candidates, surrogates, or organizations are not allowed to solicit or distribute information anywhere else on campus without prior approval by UNH Police.

Chalking – Chalking is only permitted on exterior horizontal surfaces (sidewalks, pavement) where it will easily be washed off by rain. Chalking is not allowed on vertical surfaces (buildings, bulletin boards, etc.) or on covered surfaces. Political candidates and organizations are encouraged to remind student supporters of this policy. Candidates and organizations will be made aware of any violations of this policy and given the opportunity to correct it. If not removed in a timely manner, UNH Facilities will be called to remove the chalk and the candidate or organization will be billed for that service.

### **Disclaimer Required**

At the beginning of a political event featuring a political candidate or political organization, once the event is fully convened, a representative of the political candidate, political organization, or the sponsoring campus department or organization must deliver the following spoken disclosure:

*This event is sponsored by \_\_\_\_\_. The use of the University of New Hampshire's facilities for this event does not constitute an endorsement by the university. The University of New Hampshire does not endorse this/these candidate(s)/organization(s) or any other candidates or organizations in connection with this or any other political campaign or election.*

### **Publicity**

Promotion of a political event is the responsibility of the sponsoring organization. CPA will seek to provide a limited and similar level of public notice to the community concerning the basic details of such events but will generally not be responsible for ongoing or targeted outreach to the media, the campus community or the general public.

In those situations where a political candidate or political organization desires -- or popular interest in the candidate requires -- media arrangements and/or special services for coverage of his/her visit, the candidate, organization, and/or the campus sponsors will be expected to assume the costs of such arrangements and will handle their own media outreach.

Political candidates, surrogates, or organizations should share any publicity with CPA and provide contact information that can be shared with anyone seeking additional information.

Promotional material for the political event may not state or imply that the university, any unit of the university, or any institutional official endorses a political candidate or political organization or any position of a political candidate or political organization. Political candidates and political organizations may not film the UNH campus for advertising purposes in ways that make the physical campus recognizable.

### **UNH Branding**

The University of New Hampshire reserves the right to make the UNH shield or similar branding visible to the media and guests within the event venue.

### **Contract Required**

A political candidate, surrogate, or organization using a UNH facility must review these guidelines and have a signed "Facilities Use Agreement" prior to the start of an event. UNH reserves the right to delay the start of an event pending a signed agreement, or to cancel an event for lack of compliance with these guidelines or Facilities Use Agreement terms (including but not limited to those related to proof of insurance, capacity, ADA compliance and nondiscrimination).

### **Questions**

Please contact UNH Communications and Public Affairs ([cpa@unh.edu](mailto:cpa@unh.edu) | (603) 862-2066)