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

Revised: November 27, 2023
Next Scheduled Review: November 27, 2028
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) exists to foster ideas and their exchange. Guest speakers, lecturers, and entertainers may serve as a supplement to university and non-university functions. This procedure provides guidance for formally or informally inviting or contracting guest speakers, lecturers, or entertainers to perform these activities on properties under the control of TAMU-CC.

Definitions

University Group – An official university academic or administrative unit, university-affiliated group, student departmental group, or recognized student organization.

Non-University Group – Any group or individual that is not formally recognized or affiliated with the university. Individuals and for- and non-profit groups including professional organizations, societies, other universities, governmental agencies, and political groups fall under this definition. These groups may include university personnel, alumni, and students acting as private citizens and not in collaboration with a recognized student organization.

Sponsor – A university group that is responsible for the logistical and financial arrangements, conduct of the participants, and good order of the function. Sponsorship does not imply discounts or waivers for established fees for space or services.

See university rule *08.99.99.C1, Expressive Activity on Campus* and university procedure *41.01.01.C0.01, Use of University Facilities* for additional definitions including traditional public forums, designated public forums, limited public forums, non-public forums, and types of university groups and non-university groups.

Procedure

1. UNIVERSITY GROUPS

1.1. Any university group, as defined above, may invite and sponsor guest speakers, lecturers, or entertainers to appear on campus in accordance with university rule *08.99.99.C1, Expressive Activity on Campus*.

1.2. Recognized student 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 guest speaker, lecturer, or entertainer on campus. A notice shall be provided to the appropriate scheduling office (e.g., University Center, Performing Arts Center, Dugan Wellness Center, University Registrar, Intercollegiate Athletics) to reserve the space.

1.3. University groups are responsible for coordinating all university functions held on TAMU-CC property either as the organizer of the event or as the sponsor for a non-university group. Representative(s) from sponsoring university group(s) must attend the event throughout its duration.

1.4. The sponsoring university group(s) should submit an Institutional Event Notification Form to Event Services when such events are planned in advance and open to the public. This form is available on the Event Services website and in the Appendix section of this procedure.

2. NON-UNIVERSITY GROUPS

2.1. Events organized by a non-university group held on the TAMU-CC campus (including the Momentum campus) or on other university-owned property must be sponsored by a university group, as defined above, subject to the exceptions 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 guest 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 Event Services website (see Appendix). If the event is scheduled, Event Services will coordinate event logistics in consultation with the sponsoring university group and charge appropriate fees to the non-university group. Event Services may also operate dually as the sponsoring university group when appropriate.

2.3. Planned or spontaneous events organized by a non-university group are not required to have an eligible sponsor if the events:

(a) are held in a traditional public forum or designated public forum, as defined in university rule *08.99.99.C1, Expressive Activity on Campus*;

(b) involve a small group of less than twenty-five (25) people;

(c) are not promoted in advance; and/or

(d) are 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 Event Services for the event. Green spaces, plazas, and other reservable spaces may not always be readily available for these events.

2.4. 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 Department 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.

2.5. A student who is not a member of a recognized student organization and wishes to invite or contract with a guest speaker, lecturer, or entertainer, must seek collaboration with a university group to hold the event.

3. RESPONSIBILITIES AND GOVERNANCE

3.1. The logistical and financial arrangements, conduct of the participants, and good order of the function 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 (see Appendix) 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 all damages caused by acts of misconduct or impropriety on the part of the guest speaker, lecturer, or entertainer or those acting in concert with them. If 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 in University Facilities* for more information. For any event that involves a candidate for public office or any type of political campaigning, Event Services and the Office of the President should be notified of the event, in writing, a minimum of three (3) working days in advance.

3.6. For information on additional obligations and requirements (e.g., insurance, proof of non-profit status) related to the scheduling of events and the use of university facilities, refer to university rule *08.99.99.C1, Expressive Activity on Campus* and university procedure *41.01.01.C0.01, Use of University Facilities*.

Related Statutes, Policies, or Requirements

Texas Education Code Section 51.231
System Policy *24.01, Risk Management*
University Rule *07.03.01.C1, Political Campaign Events in University Facilities*
University Rule *08.02.99.C1, Expressive Activity on Campus*
University Procedure *09.02.99.C0.01, University Name and Indicia Usage*
University Procedure *41.01.01.C0.01, Use of University Facilities*

This procedure supersedes:

1. *11.99.99.C3, Guest Speakers, Lecturers and Entertainers*

Appendix

Institutional Event Notification Form
Request for Proposal
Purchasing Policy and Procedures Handbook

Contact Office

Contact for clarification and interpretation:	Event Services 361.825.2763 Vice President of Student Engagement and Success 361.825.3404