



Date: March 11, 2014
To: Executive Council, Deans and Directors, and Department Heads
From: Michael Massie, Director of Governmental Relations
Re: Political campaigns – use of facilities

The 2014 election season is approaching, and some candidates have already announced that they are running. I thought it would be beneficial to offer a reminder about existing policy regarding electioneering activities at UW. Candidate forums, candidates visiting UW on their own to meet with members of the university community, and general course discussions typically do not raise issues of concern, so this memo should not be interpreted as applying to these types of activities.

In contrast, when a candidate or a candidate's supporters want to reserve university facilities for exclusive use, please keep the following in mind:

1. UniReg 178 allows use of university facilities by external parties or individuals for “political campaigning by or for candidates who have filed for public office or for ballot measures” only with the expressed authorization of the UW president or the president's designee. The filing period for the primary election in August and the general election in November is still a couple of months away, but several candidates have announced their intentions to run for office. Persons who have publicly announced their candidacy, even if they have not filed, should be considered candidates and thus fall under the provisions of this UniReg.
2. External users may use designated bulletin boards to advertise their events, and they may be assessed fees, charges and deposits for use of university facilities.
3. UW students, faculty, staff, and recognized student organizations (RSOs) are considered external users under UniReg 178 when acting as private citizens or in a manner unrelated to university purposes, such as campaigning for a candidate or hosting events at UW for one.
4. University facilities do not include the common areas of campus which typically are not reserved for use, such as Prexy's pasture.
5. The Wyoming Union schedules and rents breezeway tables through its events office. In accordance with UniReg 178, the president has approved the use of Union tables and rooms by political candidates and candidate campaign groups, subject to the Union's rules, registration and standard charges established for external users.

Memo re: Political campaigns – use of facilities

March 11, 2014

Page 2

If contacted by a political candidate or an organization that seeks space in a building or facility under your authority, I recommend you direct the requestor to the Wyoming Union Coordinator at 766-3161 to schedule space in the Wyoming Union. As noted above, the use of other facilities requires specific UW presidential approval.

If you have any questions, please call (766-5048) or e-mail mmassie2@uwyo.edu. Thanks.

cc: Dick McGinity, President

Chris Boswell, Vice President of Governmental and Community Affairs

Crystal Bennett, Manager, Central Scheduling