

## A GUIDE FOR STUDENT ORGANIZATIONS

The University at Albany provides an environment for intellectual exchange and public debate on all matters of interest to members of its community.

The Sound Policy outlined on the back of this card provides guidelines for a successful, effective and authorized event.

### Important Things About Sound to Consider When Hosting an Event:

- ◆ Music, speech or orchestrated sound components, amplified or not, is subject to the University Sound Policy.
- ◆ *Student Involvement & Leadership* will make every attempt to accommodate an event and may offer alternative locations and/or dates. This office is committed to working with student groups and individuals who wish to utilize amplified sound to identify and secure an alternate public space that will meet their needs.
- ◆ The Campus Center small fountain has been designated a free speech area. Use of amplified sound in this area will be evaluated on a case-by-case basis and is subject to the guidelines outlined in this policy.

Additional information and guidelines for planning authorized events and activities on-campus can be found at <http://www.albany.edu/involvement/>.



**STUDENT INVOLVEMENT & LEADERSHIP**

UNIVERSITY AT ALBANY State University of New York

CAMPUS CENTER 130

518-442-5566

# Guidelines for Scheduling and Overseeing Events with Music, Speech or Orchestrated Sound:

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All campus groups or students wishing to present events with amplified sound or music of any type need to schedule these events with the *Office of Student Involvement & Leadership*.



The University will provide organizers with a number of possible locations on campus for their event. These locations have been selected to ensure that planned events can take place without disturbing teaching, research and other institutional activities.



Orchestrated sound or amplified music associated with an event or gathering on the Podium can not be permitted while classes are in session in order to preserve the academic mission of the University.



*Student Involvement & Leadership* will be responsible for monitoring all events and reserves the right to make any and all determinations regarding the sound level of an event. Organizers may be required to lower the sound level or discontinue the use of sound in respect for other University functions.



Requests for amplified sound or music will be granted only if there are no previously scheduled events that may be negatively affected by sound or music.



All groups, office and departments adjacent to the area designated for an event that has been approved for amplified sound or music will be informed as to the date, time and nature of the event.



Groups that reserve tables for solicitation purposes may not use sound or music without prior approval.



Individual students may not play amplified music, live or recorded, or engage in musical performances that are not authorized through *Student Involvement & Leadership*.



Requests for exceptions to these guidelines must be submitted in writing to the Director of *Student Involvement & Leadership* at least five days prior to the event and prior to any advertisements or other commitments made by event organizers and sponsors. The event organizer will be notified of the decision in writing. Appeals of these decisions should be submitted in writing to the Vice President for Student Success.



Failure to abide by these regulations will result in disciplinary action and/or affect a group's ability to utilize campus facilities for future events.