



Title: #VII-11. Procedure for Reserving Outdoor Assembly Areas for Freedom of Expression Purposes

Date: November 11, 2024 (Replaces version dated October 9, 2007)

Introduction

West Virginia University Parkersburg is dedicated to preserving the rights of freedom of expression while maintaining an appropriate atmosphere in support of the learning experience. This procedure applies to all non-commercial speech and use of outdoor assembly areas of West Virginia University at Parkersburg in accordance with West Virginia University Board of Governors [F-11](#).

This procedure covers all reservations for outdoor assembly areas of WVU Parkersburg for freedom of expression purposes. (See Answer Book [#VII-11C](#) for information on the use and rental of facilities.)

Outdoor Assembly Areas

Outdoor assembly areas are defined as places designated by the administration of the college for their size, location and accommodation features to be suitable for public gatherings.

The following lists the outdoor assembly areas at WVU Parkersburg. The WVU Parkersburg administration reserves the right to assign different locations when it is deemed appropriate.

Area A – Parkersburg Campus: East end of grassy area near the upper entrance to the institution

Area B – Parkersburg Campus: South side of building (future site of amphitheater)

Area C – Jackson County Center: East of Pack Plaza

Maps identifying the location of these outdoor assembly areas are provided on page 3.

The outdoor assembly areas are open to the public for use between 7:30 a.m. and 10:00 p.m. Advance reservation (at least 2 business days before contemplated use) is required for all individuals or groups.

Contact Information

Those wishing to reserve an outdoor assembly area (each, an “Applicant”) must contact the WVU Parkersburg Campus Safety & Events Coordinator at 304-424-8356. The coordinator or designee can assist Applicant(s) in ascertaining the appropriate location for the type of event planned.

Applicant Information

Applicant must provide the following information to the WVU Parkersburg Campus Safety & Events Coordinator or designee at least two business days in advance of the contemplated use: Name of individual or organization placing reservation, contact name (for organization), address, telephone number, electronic mail address, area requested, date/time requested, and expected number of attendees. Recognized student organizations must also provide the name of the organization and the name, campus address, telephone number and electronic mail address for its faculty or staff adviser.

Application Process

Applications shall be processed in the order in which they are received. Upon approval of an application, the Applicant will be given a written reservation confirmation, which must be available at the event.

No denial shall be premised on the viewpoint of the speech or proposed activity of the Applicant. If the application is denied, the WVU Parkersburg Campus Safety & Events Coordinator or designee shall inform the Applicant in writing of the reason(s) therefore. Denials may be based without limitation on one or more of the following:

- The requested location is unavailable due to a prior reservation.
- The application is incomplete.
- The requested location is temporarily unsuitable for the proposed event due to health, safety and/or fire code restrictions.
- The Applicant has, on prior occasions, made material misrepresentations regarding the nature or scope of an event for which an application was previously granted.
- The Applicant is a recognized student organization that is prohibited from using facilities due to disciplinary action.
- The reservation would substantially interfere with maintaining an orderly program and operating the institution in a manner conducive to learning.

The institution reserves the right to deny, cancel or postpone a reservation, or immediately terminate any ongoing activity that represents a violation of the time, place and manner provisions included in West Virginia University Board of Governors [F-11](#).

**Responsible Administrator: Executive Director Maintenance & Facilities Management,
304-424-8265**

