

Information for All Political Candidates and Political Campaigning  
University of Iowa Campus  
*Updated August 2017*

Political candidates are welcome on the University of Iowa campus. However, candidate and campaign activities that take place on the University of Iowa campus, including the Health Sciences campus and University of Iowa Hospitals and Clinics (UIHC), must be sponsored by a University of Iowa registered student organization. The Des Moines Iowa Center for Higher Education campus is exempt from this policy.

To begin the process of holding a political event on campus, contact or visit Iowa Memorial Union (IMU) Event Services, Room 159, at 319/335-3114 or IMU Administration, Room 145, at 319/335-3059. The Office of Governmental Relations (319/335-0553) is also available to answer questions.

Below are frequently asked questions regarding political campaigning on the UI campus:

➤ **Q: How do I find a registered student organization to sponsor a political event?**

**A:** Information on registered student organizations, including contact names and phone numbers, is available from the Center for Student Involvement & Leadership, 145 IMU, or by accessing the registered student organization database: <http://uiowa.orgsync.com/>.

➤ **Q: How and where may I rent a room on campus?**

**A:** Through the sponsorship of a registered student organization, candidates may rent rooms in the IMU and in designated areas in other campus buildings. All requests must begin with IMU Event Services, Room 159 (319/335-3114). Rental fees and other costs must be paid in advance (see Costs below). Details about specific costs are available from IMU Event Services at 319/335-3114 or <http://imu.uiowa.edu/services/campus-event-services/>.

There is a different fee structure for rooms rented through Recreational Services and Intercollegiate Athletics. Designated locations (see below) may not be available on a specific date or time dependent on University scheduled activities (e.g., academic course schedule, athletic events, other University programs) and all locations must be approved by University Administration. Intercollegiate Athletic venues (except Carver Hawkeye Arena), academic classrooms and auditoria, and the Old Capitol Museum are not designated campus locations for political activities/rallies.

**The following are designated locations (if available and approved by University Administration):**

- Carver Hawkeye Arena
- Field House: Main Deck & South Gym
- Kautz Plaza & Pentacrest
- Iowa Memorial Union: Main Lounge, Second Floor Ballroom, Meeting Rooms, Hubbard Park, & River Amphitheater
- University Club (must be sponsored by a member of the University Club and activity/rally can occur at the discretion of University Club officials)

Each location mentioned above, along with other locations on campus, have an established maximum occupancy load, which is the maximum number of people who can attend the activity or rally. This number is based on the size of the space and how it will be used. However, placement of equipment and items supporting the activity or rally (e.g., staging, press risers, security barriers), along with the available exits from the location can impact the total number of people allowed to attend. It is the duty of the UI Fire Safety Coordinator to establish a safe occupant load and to enforce the pre-determined occupant load during the activity or rally. The UI Fire Safety Coordinator has the ultimate authority and final decision on the number of people allowed to attend any activities/rallies.

➤ **Q: May candidates and campaigns hold rallies on the Pentacrest or Kautz Plaza?**

**A:** Yes, but only when sponsored by a UI registered student organization. Requests by registered student organizations to use the Pentacrest or Kautz Plaza must be submitted to the Event Services, Iowa Memorial Union, Room 159 IMU (319/335-3114). All activities are subject to regulations, including restrictions on time, place, and the use of amplified sound. A student member of the sponsoring registered student organization must make the reservation.

*Organized activities, including rallies, are prohibited on the steps of the Old Capitol Building. The Old Capitol Museum is not a designated campaign area.*

➤ **Q: Are candidates allowed to seek sponsorship from outside organizations/companies, other campus organizations, or university departments?**

**A:** No. Only registered student organizations may sponsor political candidates or campaigns on campus.

➤ **Q: Who will communicate information to impacted UI officials and departments?**

**A:** The Executive Director or the Associate Director of the IMU will alert UI officials and departments of political activities/rallies sponsored by registered student organizations. Depending on circumstances, other departments or officials may be required to assist in the planning of sponsored political activities or rallies. The following departments will be notified and involvement may be required from:

- Office of the President
- Office of the Provost
- Office of the Vice President for Student Life
- Office of the Dean of Students
- Chief Diversity Office
- Iowa Memorial Union
- Facilities Management
- Recreational Services (if a Recreational Services facility is utilized)
- Department of Intercollegiate Athletics Facilities Director (if an Intercollegiate Athletics facility is utilized)
- Office of Strategic Communication
- Departments of UI Public Safety, UI Emergency Management, UI Fire Safety, & Johnson County Ambulance Service
- University of Iowa Hospitals & Clinics Emergency Management Coordinator
- Department of Parking & Transportation

A pre-meeting with all parties and event organizers is required. UI Police must be notified immediately if executive protection detail (not Secret Service) will be armed. Contact information for those individuals must be included.

➤ **Q: Costs?**

**A:** Registered student organizations that sponsor political activities or rallies at the UI are required to pay for all associated costs. The political campaign hosted by the registered student organization may choose to pay activity or rally costs. All costs related to venue space and identified University services must be paid at the time of reservation, before the scheduled activity or rally will occur. The sponsoring registered student organization will receive one invoice, prepared by IMU Event Services, that is inclusive of all University-associated costs. Costs will be estimates, and the sponsoring registered student organization will be responsible for any additional costs incurred. Public rate will apply to all political candidates and campaigning.

➤ **Q: How can candidates provide information to students?**

**A:** There are a number of ways to disseminate information to students:

IMU. Soliciting opportunities include table tents, information tables, Ground Floor bulletin board, and digital displays.

Cambus posters. UI Cambus will accept posters to be displayed on the interior of buses advertising events sponsored by registered student organizations. Posters must be submitted to the Parking & Transportation Office at the West Campus Transportation Center (WCTC), 840 Evashevski Drive, and must be submitted at least seven days prior to the desired display date and may be displayed for up to four weeks. They must be 11 inches tall in order to fit in the display brackets and maximum width is 17 inches. Fifteen copies may be submitted if 8.5 x 11 inches and ten copies if 11 x 17 inches. Posters must be printed on card stock. For more information, call 319/335-8633.

Residence Hall Bulletin Boards/Posters. Approval will be granted for each candidate and registered student organizations that sponsor political events to display on the bulletin boards or in display racks on each residence hall floor one time prior to each election. In addition to advertising events, candidates and campaigns may display non-event related posters (such as posters encouraging voters to support a particular candidate or to register to vote) one time before each primary or general election.

Twelve (12) posters will be needed to cover the main boards, and 154 posters are needed for display on each floor of the residence halls. These must be stamped and distributed by the University Housing & Dining Administrative Office, 4141 Burge Hall, 319/335-3000. For main boards, posters must be no larger than 11 x 17 inches; for floor displays, posters must be no larger than 8.5 x 11 inches. Posters are displayed for two weeks, or until the day after the event occurs, whichever comes first.

### Physical Distribution of Campaign Literature in the Residence Halls

Candidates or their representatives may request to have a table set up one time per candidate prior to each election in each designated area for the purpose of distributing literature or talking to students (see locations below). Requests must be made at least seven (7) days prior to date of activity to the Assistant to the Senior Director of University Housing & Dining. For information, call 319/335-3000. The maximum time limit for all distribution centers will be 2.5 hours. Every effort will be made to grant permission in an equitable manner.

All distributions are subject to reasonable regulations of time and place. Persons working the tables must remain at the table (no activity is allowed in check line, near the check stands, on stairs, or in foyers, etc.) Table placement shall be as follows:

- Burge: in the hallway outside of the Burge Market Place (entrance)
- Catlett: in the hallway outside of the Catlett Market Place (entrance)
- Hillcrest: on the first level outside of the Riverview Lounge, down the hall from the Information Desk
- Mayflower: in the carpeted lobby area near the windows

Campaign or election materials of any kind cannot be 1) distributed door-to-door, 2) placed underneath the doors or on doorknobs of residence hall rooms, or 3) placed in residential areas.

Campaigning and the distribution of any type of material (even "Get Out the Vote" material) cannot be distributed anywhere in the residence halls, except as indicated.

Campaigning and table-to-table "politicking" are prohibited in Burge, Catlett, and Hillcrest Market Place dining halls. All political activities that interfere with or disturb the normal dining room are prohibited.

Mailing/Mailboxes. Candidates for public office, all political organizations, and any organization sponsoring a political activity or rally cannot distribute mail through residence hall mailboxes without U.S. postage.

Campaign Dinners in Residence Hall Private Dining Rooms. Private dining rooms may be reserved by students who want to invite political candidates or their representatives to give formal speeches. These rooms can be reserved through the market place dining offices using established procedures on a first-come, first-served basis. If space is requested during a mealtime, candidates and participants not on a board plan for that particular meal must pay for the meal at the entrance to the Market Place.

➤ **Q: How can a candidate or campaign provide information to faculty and staff?**

**A:** Campus mail cannot be used for political purposes. U.S. mail must be used.

➤ **Q: Are candidates allowed in classrooms?**

**A:** Individual faculty members may allow candidates to address their classes about relevant issues, but not for the purpose of political campaigning.

➤ **Q: How many invitations can be extended and seats reserved for invited individuals to these events?**

**A:** No blanket invitations may be extended by a campaign group to the general public prior to coordination with the sponsoring registered student organization. No more than 25% of the total seating may be reserved for invited guests. Students will have first priority for general seating.