Access to University Facilities

The facilities of Drew University shall be open to all of its duly matriculated students and members of students’ immediate family residing on campus. The invited guests of matriculated students shall be welcomed on campus subject to specific regulations governing the use of its several buildings and facilities, and provided that the guest respects the University’s standards of individual responsibility and conduct at all times. Invited guests must be accompanied by a matriculated-student host at all times. Student hosts are responsible for the actions of their guest. In cases when a family member lives with a student, the family member is considered the student’s guest.

Students of the University currently have free access to the book stacks of the general collection in the Rose Memorial Library. Continuance of such freedom of access is contingent upon student acceptance of responsibility for the collection and respect for the procedures established for its proper use.

The University limits access to students, faculty and staff in regards to solicitation, commercial sales, fund raising, distribution of literature, proselytizing and the like. Student groups, courses or other campus recognized activities should follow the guidelines, as defined on the Student Activities Policies website. External entities must have permission from the appropriate office, or entity, e.g., Conference and Events, Purchasing, Dean of Students, etc. Any person or organization violating such regulations shall be considered a trespasser by the University.

Policy Regarding use of University Facilities and Buildings

Drew University encourages its students to participate in the discussion of controversial topics and to listen to speakers representing all shades of opinion. It is not obliged, however, to open its facilities on an unrestricted basis to any and all groups of students who wish to utilize them for public meetings; nor is it appropriate for the University to be put into the position of playing official host for any and all visiting speakers invited to the campus by student groups. The necessity for regulation is obvious. The University cannot permit unregulated use of its campus, especially for the holding of meetings that have no part in its regular curricular or extracurricular activities. While University policy permits freedom of speech on its campus, it cannot permit itself to be used physically as a public forum open at will to random attendance by persons off the campus. Such use would be inconsistent with the academic purposes and traditions of a University and with facilities available on campus.

1. The Ehinger Center (EC) is designated as the only facility open to groups of students formed into ad hoc organizations for discussion or other purposes and not duly-registered and recognized by the officially designated committee of the school or college concerned.

2. Any ad hoc group of students wishing to use University Center facilities for an announced meeting must register its name and its list of officers with the EC Director prior to making arrangements for any function. Subject to availability, a room assignment will be made for such a meeting only when it has been scheduled at least 72 hours in advance, the participants noted, and the nature of the meeting clearly stated. The same regulations regarding publicity of events apply to ad hoc groups as to formally recognized groups.

3. When applying for space for the holding of a meeting, lecture, or discussion involving speakers invited from off campus, such an ad hoc organization must present signed authorization from a tenured faculty member indicating that he/she will be in attendance at the meeting and take responsibility for extending proper hospitality to the invited guests.

4. The above regulations are not intended to apply to student organizations already recognized by the schools or colleges of the University and carried on the official lists of those schools or colleges as recognized extra-curricular activities in good standing.

5. Duly recognized organizations may be granted permission to use Great Hall, the Hall of Sciences Auditorium, the Dorothy Young Center for the Arts, or the Baldwin Gym/Simon Forum and Athletic Center only with the approval of the University after proper application for such use has been made. Such application must state the nature and purpose of the occasion, and whether or not the occasion is to be open to persons outside the University community and an invited audience.

6. In no case, either on behalf of an ad hoc group or a duly-recognized organization, will any announcement of an occasion be released to the public, to the press, Internet (i.e. Facebook, Instagram, listservs, etc), radio, or television except through the established University Communications Office, and after University approval has been obtained.