

**WISCONSIN UNION POLICY FM1-12**  
**TIME-PLACE-MANNER OF FREE EXPRESSION**

Rationale/Purpose:

The Wisconsin Union is dedicated to promoting a learning environment that encourages free inquiry and expression. This procedure outlines the approved Time-Place and Manner for the various forms of free expression. These include speeches, performances, demonstrations, the distribution of free newspapers, periodicals, and magazines, as well as the distribution of leaflets, such as flyers and handbills, petitions, surveys, signature drives, and similar activities.

Definitions:

Publications - Free newspapers, magazines, periodicals, newsletters, and like matter.

Leafletting - Distributing flyers, handbills,

Petitions, surveys, signature drives – Soliciting information, feedback and/or signatures from others.

Speech/Performance – oral communication; use of sounds and gestures to express one's thoughts and emotions. For the purposes of this document, it is sharing one's opinions and emotions broadly.

Policy on distribution of free publications:

- To ensure safe and orderly distribution, general distribution of free publications is allowed only in racks provided on the 1<sup>st</sup> floor of Memorial Union and Union South. Distribution is not permitted in meeting rooms, lounges or in food service areas or on the Terrace.
- Groups that have reserved meeting spaces in the Unions may authorize distribution of printed matter within their meeting space.
- Dated, free publications may be dropped off in quantities reasonable for distribution from that date until the succeeding issue with a 30-day maximum. Upon delivery of the new issue, all remaining copies of the old/previous issue are to be removed by the supplier.

- Undated, free publications may be dropped off in quantities suitable for 7-day distribution. Any excess material remaining after 7 days will be recycled.
- Groups or individuals engaged in Free Expression (leafletting, surveying, petitioning, etc.) must be UW-Madison students, staff or faculty and are responsible for the content of the expression.
- All materials and speech covered under this procedure must be non-commercial.

### Location of Approved Free Expression Areas (Leaflets, Surveys, Petitions, Speech)

#### Memorial Union

Front Exterior of Memorial Union: Outdoor area on Langdon Street side of the building from the base of the stairs to the city sidewalk. Can't prohibit access to the building and must maintain 10 ft. from the base of the stairs. **EXCLUDES:** the Terrace, Alumni Park, and the steps/accessibility ramp leading to Alumni Park entrance, Lakeshore Path from Lake Street to Limnology building.

East Wing Lobby: (this area is designated for use in inclement weather only and only for leafletting, petitioning or surveying purposes).

East side of lobby area (between Peets Coffee & Tea and the Badger Market). Must maintain 10 ft. from the door and can't impede traffic in/out of building. No more than 5 people can be in the lobby at one time. **EXCLUDES:** the east wing entrance vestibule, any area of ingress/egress.

West Wing Lobby: (this area is designated for use in inclement weather only and only for leafletting, petitioning or surveying purposes).

Lobby area bound by the CAVR (information) desk on the west, the staircase leading down to 1R on the east, and the Box Office on the north. Must maintain 10 ft. from the door and can't impede traffic in/out of the building. No more than 5 people can be in the lobby at one time. **EXCLUDES:** West Wing entrance vestibule.

Shannon Hall Lobby: (this area is designated for use in inclement weather only and only for leafletting, petitioning or surveying purposes).

Lobby area bound by the Shannon Sunset Lounge on the north, Shannon Hall on the south and the staircase leading to the 2<sup>nd</sup> floor on the southeast. Must maintain 10 ft. from outside doors and 30 ft. from the doors into Shannon Hall. Can't impede access into/out of Shannon Hall. **EXCLUDES**: Sunset Lounge, inside Shannon Hall, the hallway leading to the Box Office, and the staircase leading to the 2<sup>nd</sup> floor.

### **Union South**

Exterior of Union South: Outdoor area of Union South on Randall Avenue bound by the city sidewalk on the north and west.

Randall Avenue Entrance: (this area is designated for use in inclement weather only and only for leafletting, petitioning or surveying purposes).

Entrance and hallway of Union South off of Randall Ave. extending to the bottom of the Roost stairs/north side of Badger Market. Must maintain 10 ft. from the doors and can't impede traffic in/out of the building. No more than 5 people at one time. **EXCLUDES**: any other area/entrance of the building (Sun Garden, Plaza, West Johnson Street entrance).

**Pyle & Fluno Centers** – there are no approved Free Expression Areas in these buildings.

Areas not explicitly designated in this procedure are not approved for leafletting, surveying, petitioning, or speech activities.

Groups or individuals engaging in disruptive activities or failing to adhere to University and Union policies, as well as applicable local, state, and federal laws, will be subject to immediate removal from the premises and other appropriate actions by university officials and police.

For interpretations, resolution of problems and special situations contact:

Assistant Director Facilities Management, Paul Broadhead  
paul.broadhead@wisc.edu , (608)263-4588.

Date(s) of Action: March 12, 1984, May 8, 2001, October 1, 2008, October 22, 2015, August 1, 2024.