



Date: September 30, 2024

To: Cabinet, Vice Provosts, Deans and Directors, Department Heads, Senate Leads

From: Mike Smith, VP for Governmental Affairs and Community Engagement

Re: Political campaigns – use of facilities

This memorandum restates and is consistent with guidance provided to campus during prior election cycles addressing questions regarding rental of campus facilities for political campaign activities.

As a starting point, open candidate forums, candidates visiting UW on their own to meet privately with members of the university community, and general course discussions typically do not raise issues of concern. This memo should not be interpreted as applying to these types of activities. Nor should this memo be perceived as limiting a candidate's ability to interact with students, staff and faculty in public areas of campus. In contrast, when a candidate or a candidate's supporters want to reserve university facilities for exclusive use related to the campaign, please keep the following in mind:

1. [UW Regulation 6-4](#) prohibits use of university facilities by external parties or individuals for "political campaigning by, or for, candidates who have filed for public office" or "for ballot measures" only with the expressed written authorization of the UW president or the president's designee. Persons who have publicly announced their candidacy, even if they have not filed, should be considered candidates and thus fall under the provisions of this UW Regulation.
2. External users may be assessed fees, charges and deposits for use of university facilities. External users may use designated bulletin boards to advertise their events.
3. UW students, faculty, staff and recognized student organizations (RSOs) are considered external users under UW Regulation 6-4 when acting in a capacity as private citizens or in a manner unrelated to university purposes--such as campaigning for a candidate or hosting events at UW for such a candidate.
4. University facilities do not include the common areas of campus which typically are not reserved for use, such as Prexy's pasture.
5. The Wyoming Union schedules and rents breezeway tables through its events office. In accordance with UW Regulation 6-4, the President has approved the use of Union tables and rooms by political candidates and candidate campaign groups, subject to the Union's rules. As such, no specific approval from the President is necessary for use of Union tables and rooms, however registration and standard charges established for external users may be applicable.

If contacted by a political candidate or an organization that seeks space in a building or facility under your authority, I recommend you direct the requestor to the Director of the Wyoming Union at 766-2752 to schedule space in the Wyoming Union. As noted above, the use of other facilities requires specific UW presidential approval. If you have questions, please call (766-3937) or e-mail msmith21@uwyo.edu.

Cc: Ed Seidel, President

Erik Kahl, Director Wyoming Union

Andrew Ohlschwager, Manager Central Scheduling