

General Policy

The Board gives critical attention to the purchase of goods and services by the College. In each case, the Board seeks to accept the lowest responsible bid that represents the best value for the College after considering all legal permissible factors in awarding a contract. In determining the best value, the Board ~~shall~~will act faithfully and exercise its best judgment to best serve the interests of the College and ~~shall~~will always exercise its honest discretion in seeking to accomplish the objective sought. The College ~~shall~~will strictly comply with all laws governing the purchase of goods and services. Bids determined to be unsatisfactory may be rejected by administrative or Board action as appropriate.

Purchasing Authority

The Board delegates to the District President or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to make budgeted purchases. All purchases valued at \$50,000 or more ~~shall~~will be taken to the Board for approval.

The Board grants the District President the authority to approve amendments to contracts and purchase requests up to ten percent (10%) of the approved amount and to accelerate the timing of spending within the contract when needed to conduct college business and accomplish strategic priorities in a timely manner. Such amendments and rationale will be reported to the Board.

The Board delegates to the District President or designee the authority to contract without prior Board approval for the replacement, construction, or repair of college district equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of district students and staff in the event of a catastrophe, emergency, or natural disaster.

This policy applies to the purchase of tangible property and/or services.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the District President or designee ~~shall~~will prepare bid specifications for items/services to be purchased. Bids may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the invitation to bid. Bidders may view the bid tabulation electronically immediately after the invitation to bid is unsealed or may attend a public bid opening in the College's purchasing office. Any bid may be withdrawn prior to the scheduled date and time for closing. Bids received after the specified time ~~shall~~will not be considered. No material changes may be made to a bid once it is submitted.

The College may reject any or all bids and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College.

Proposals

If competitive sealed proposals are chosen as the purchasing method, the District President or designee ~~shall~~will prepare the request for proposals and/or specifications for items/services to be purchased. Proposals may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the request for proposal. Proposals received after the specified time ~~shall~~will not be considered. The name of all proposers submitting proposals will be available online at the time that the request for proposal is unsealed, or proposers may attend a public proposal opening to hear the name of those companies submitting proposals. Proposals may be withdrawn prior to the scheduled time for closing. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College may reject any or all proposals and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College.

Electronic Bids or Proposals

Bids or proposals that the College accepts through electronic transmission ~~shall~~will be administered in accordance with Board-adopted rules. Such rules ~~shall~~will safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The College ~~shall~~will be responsible for debts incurred in the name of the College so long as those debts are for purchases made in accordance with adopted budget, state law, Board policy, and current College administrative procedures. The College ~~shall~~will not be responsible for debts incurred by persons or organizations who are employees or duly authorized agents of the College. Persons making unauthorized purchases ~~shall~~will assume full responsibility for all such debts.

Purchase Commitments

All purchase commitments ~~shall~~will be made by the District President or designee through purchase order, contract, procurement card, or check request, subject to budget availability and in accordance with administrative procedures.

Personal Purchases

College employees ~~shall~~will not be permitted to purchase supplies or equipment, or services for personal use through the College's business office.

Equal Opportunity

The College encourages participation in the proposal process by small, minority, and woman-owned businesses. The College

~~shall~~will not discriminate on the basis of race, color, religion, gender, national origin, age, disability, or veteran status.

**Delinquent
Franchise Taxes**

Each corporation contracting with the College ~~shall~~will certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it ~~shall~~will certify a statement to that effect. Making a false statement as to corporate franchise tax status ~~shall~~will be considered a material breach of the contract and ~~shall~~will be grounds for cancellation of the contract.

Definition

Technological and information resources are defined to include electronic data and records; software; networking tools; remote access devices; electronically recorded voice, video, and multimedia communications; and other electronic devices used primarily for the transmission, storage, or utilization of electronically communicated information.

Use of College District Technological and Information Resources

College District technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of the College District and are to be used to the extent that they promote that mission either directly in teaching and research or indirectly in supporting the offices that maintain College District operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on College District resources shall/will be permitted. Technological and information resources shall/will be accessed and used in an ethical manner consistent with the institution's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. All users of technological and information resources are to adhere to legal and professional standards, to support the mission, and to act in the best interests of the College District.

All users of technological and information resources are responsible for the protection of College District assets to which they are assigned and for not compromising the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company within or outside the College District. While the College District encourages the exploration of educational and scholarly interests through the use of its technological resources, respect for the rights and privacy of others shall/will be observed. Those who are authorized to access confidential files shall/will respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

All users of College District technology resources shall/will comply with the following policies, procedures, and security controls.

Access

Many of the technological and information resources of the College District may be accessed by all employees and students of the College District and by the public as well. However, access to some resources is restricted. The appropriate administrators shall/will determine and authorize the appropriate degree of access.

Users shall/will implement best practices in taking precautions to prevent the unauthorized use of their access codes. In choosing access codes, users shall/will avoid the use of common words,

proper names, readily associated nicknames or initials, and any other letter or number sequences that might easily be guessed. Users shall be held accountable for their own actions performed under their access codes and will be subject to appropriate disciplinary action if violations occur from the actions of other individuals as a result of user negligence in protecting the codes. Users are responsible for changing access codes on a regular basis. If an access code becomes compromised, users shall change it immediately upon becoming aware that said code has been compromised.

Users shall not attempt to access, search, or copy technological and information resources without the proper authorization. No one shall use another individual's account without permission, and active sessions shall not be left unattended. Providing or using false or misleading information in order to gain access to technological and information resources shall be prohibited. Users shall not test or attempt to compromise internal controls, even for purposes of systems improvement. Such actions require the advance, written approval of the authorized administrator or must be included among the security evaluation responsibilities of one's position. Violations shall be reported to the chief information systems officer in the office of information technology.

Protecting Confidentiality

Unless disclosure is a normal requirement of a user's position and has been so authorized, no user shall disclose:

1. Confidential information that is protected by the Family Educational Rights and Privacy Act (FERPA);
2. Personnel records; or
3. Other materials commonly recognized or considered as sensitive or confidential.

All users with access to confidential data shall safeguard the accuracy, integrity, and confidentiality of that data by taking precautions and performing office procedures necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include, but are not limited to, avoiding the use of portable storage devices (i.e., thumb drives)~~securing storage of data backups~~, protecting sensitive data with access codes, and only storing sensitive materials on the College District's network, including College District-approved or College District-contracted external sites such as publisher websites for a course being offered by the College District. If portable storage devices that contain confidential information must be used, the device must be encrypted. A justification must also be provided to the Chief Information Security Officer.

Information regarding the confidentiality of student educational records may be found in the student handbook or by contacting the registrar.

Privacy

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by unauthorized parties. The College District recognizes that individuals have a substantial interest in and reasonable expectation of privacy. Accordingly, the College District respects the privacy rights of all users of the College District's technology resources.

The College District ~~shall~~will not monitor users' private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an e-mail message, may not delete a previously archived copy of that file.

It is a violation of College District policy for any member of the College District community to access College District databases to engage in electronic "snooping," or to use College District technological resources for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to such files.

The College District reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files; however, the College District will do so after obtaining the proper approvals only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the College District's commitment to honor the individual's privacy. Such grounds include, but are not limited to:

1. Maintaining system integrity, for example, tracking viruses;
2. Protecting system security;
3. Investigating indications of impropriety;
4. Protecting the College District's property rights; and
5. Meeting legal obligations, for example, subpoenas and open records requests.

Copyright Issues

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate

any of the rights provided by the law to the owner of a copyright. The College District respects the ownership of intellectual material governed by copyright laws. All users of the College District technology resources ~~shall~~will not knowingly fail to comply with the copyright laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed or purchased by the College District or accessible over network resources provided by the College District. The user ~~shall~~will be responsible for reviewing individual author, publisher, patent holder, and manufacturer agreements for software, programs, and applications loaded by the user onto College District hardware, equipment, and web resources.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of the College District's technology resources who violates the digital copyright laws for the first time ~~shall~~will be reminded of the laws, and the software or licensing violations ~~shall~~will be removed. A second violation ~~shall~~will result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation ~~shall~~will require the College District to remove the user's network and Internet access and take further disciplinary action, which may include termination from College District employment or student status. In addition, any violation of digital copyright laws by a student or by a College District employee that results in demonstrable harm to the College District's network or disruption of classroom activities ~~shall~~will be addressed as a formal disciplinary matter.

All technological resources developed by the College District employees, students, and contractors for use by the College District or as part of their normal employment activities are considered "works for hire." As such, the College District is considered the "author" and owner of these resources. Information regarding intellectual property rights may be found in the faculty and staff handbook.

[See CT]

**DMCA-Designated
Agent**

Title II of the DMCA enables Internet service providers (ISPs), such as the College District, to limit liability for monetary damages related to copyright infringing activities of their users. Provisions within the legislation further protect educational institutions and limit liability for monetary damages caused by copyright infringing activities of their users. In order to comply with Title II of the DMCA, the College District designates the following individual as the

DMCA-designated agent to receive notices and claims from copy-right owners about infringements:

Name: David Hoyt
Position: Chief Information ~~Systems~~ Officer
Address: 3452 Spur 339, McKinney, TX 75069
Telephone: (972) 599-3133
E-mail: dhoyt@collin.edu

Additionally, the College District ~~shall~~will maintain a prominent link on the information technology page of the College District website that provides access to this policy and a link to report DMCA notices or claims to the DMCA-designated agent.

Viruses

It is the responsibility of the user, to the best of his or her knowledge and ability, to ensure that any imported or exported executable code or data are free of any destructive code, such as a virus. To this end, best practices regarding safety precautions ~~shall~~will be taken by the user. The office of information technology ~~shall~~will be consulted for questions related to such precautions or information and protective software.

Backups

It is the responsibility of the appropriate administrator or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure to protect the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

Physical Security

Each user ~~shall~~will be responsible for the physical security of the technological and information resources to which he or she has been assigned (e.g., desktop computer, laptop computer, pager, cell phone, bar code, scanner, and the like). Administrators ~~shall~~will help to ensure physical security by instituting procedures for the use of locked doors and/or for the use of security devices made available by the College District for the protection of equipment. To avoid loss by fire or theft, backups of important data ~~shall~~will not be stored in the same location as the originals. Certain electronic information ~~shall~~will only be stored on the College District's network, including College District-approved and College District-contracted external sites such as publisher websites for a course offered by the College District. This electronic information includes:

1. Confidential information that is protected by FERPA;
2. Personnel records; and

3. Other materials commonly recognized or considered as sensitive or confidential.

Adequate power regulators and surge suppressors shall/will be used.

College District Property

Technology and information resources that are the property of the College District shall/will not be copied, altered, manipulated, transferred, retained, or removed from campus without written authorization from the appropriate administrator. The location of each physical resource shall/will be entered in the College District's capital equipment inventory system and updated as necessary.

Personal Use of College District Technological Resources

Authorization for the personal use of College District technological resources by employees shall/will be determined on an individual basis by, and at the discretion of, the appropriate administrator. The use of the College District's technological resources, including the network, for a revenue-generating activity that benefits an individual employee shall/will be strictly prohibited. Personal telephones and data connections in student housing are considered to be part of the private residence. Student use of these and other College District technological resources that intrudes on general College District use or that uses significant resources is prohibited.

Misuse of Technological and Information Resources

The use of College District technological and information resources and the resources themselves shall/will not be abused in any way. Users shall/will not attempt to alter the restrictions associated with their accounts or to attempt to breach internal or external security systems. Moreover, users shall/will not impersonate other individuals or misrepresent themselves in any way when using College District technological resources.

Users of network resources are prohibited from engaging in any activity that is proscribed by federal and/or state law. In addition, the network shall/will not be used for criminal purposes such as posting another individual's credit card numbers or personal access codes. External networks, for example, NEXUS, the Internet, and bulletin boards shall/will also be used in an ethical, responsible, and courteous manner, and all users shall/will adhere to the policies of these services.

College District technological and information resources shall/will not be used in a manner that is invasive or that diminishes their efficiency. One example of such use involves the broadcast function. Although current technology enables users to broadcast messages to all members of the College District community simultaneously, the use of this technology is restricted to official College District activities. Notices involving monetary transactions or those that are

inappropriate or illegal ~~shall~~will not be posted using College District technological or information resources as defined in this policy.

Inappropriate Material

Users are to comply with the College District's Core Values and exercise caution and good judgment in accessing material using College District network resources. Material that includes language and actions that would constitute a hate crime (such as language that is racist or anti-Semitic, and the like), fighting language, or visual material that creates a hostile working environment ~~shall~~will be accessed only for legitimate academic and administrative purposes. This material ~~shall~~will be not be accessed in an environment and in a manner that will negatively affect third parties (including printing such information on public printers or forwarding it to others without their consent).

Communications from users of College District technology resources ~~shall~~will reflect civility and the College District's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. Therefore, the use of College District technological resources for creating or sending nuisance, harassing, or pornographic materials or messages is prohibited. For the purpose of applying the College District's disciplinary policy, the determination of what is pornographic or what constitutes a hate crime, fighting words, or visual material that creates a hostile working environment is within the sole discretion of the College District.

Reporting Violations

Violations of this policy, including any violations of the DMCA, ~~shall~~will be reported to the appropriate supervisor, director, dean, DMCA-designated agent, or other responsible person. DMCA notices or claims of infringements ~~shall~~will be immediately sent to the DMCA-designated agent listed in this policy.

Depending on the nature of the violation, the appropriate administrator may include the responsible vice president, chief information ~~systems~~ officer, human resources officer, or internal auditor.

Alleged violations ~~shall~~will be investigated and, if substantiated, addressed in accordance with appropriate College District disciplinary processes for students and employees.

The College District ~~shall~~will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any kind of computer or systems misuse as described in this policy may be subject to disciplinary action, including the loss of computer privileges, suspension, and/or termination from the College District, and appropriate criminal prosecution, if warranted, under the applicable state and/or fed-

eral laws. Whenever the College District deems it appropriate, restitution may be sought for any financial losses sustained by the College District or by others as a direct result of the misuse.

**HEOA / Digital
Copyright
Compliance**

The Higher Education Opportunity Act of 2008 (HEOA) addresses, in part, unauthorized file-sharing, including, but not limited to, music, streaming, video, images, and other electronic data, using College District networks. To deter unauthorized file-sharing on its networks, the College District **shallwill**:

1. Disclose annually to all users information that explains unauthorized distribution, including file-sharing, of copyrighted materials may subject the individual to civil and criminal liabilities; an explanation of federal copyright law, including a summary of penalties for related violations; and the College District's policies and procedures regarding unauthorized file-sharing, including disciplinary actions that may be taken against students who engage in unauthorized distribution or illegal downloading using the College District's information technology systems.
2. Follow a plan to effectively combat unauthorized distribution using a variety of technology-based deterrents.
3. Offer and provide access to alternatives to illegal file-sharing and downloading.

**Copyright
Compliance Annual
Disclosure**

The College District **shallwill** require each user of its technology resources to annually read the copyright disclosure [see CR(EXHIBIT)] and submit an online affirmation that he or she has reviewed the disclosure and is aware of and familiar with the College District's policies and procedures regarding illegal distribution of copyrighted materials.

Additionally, during orientation activities, the College District **shallwill** provide all students a copy of the copyright disclosure [see CR(EXHIBIT)] and information regarding the legalities associated with peer-to-peer file-sharing.

**Plan to Combat
Unauthorized
Distribution**

The College District **shallwill** use a variety of capabilities and products from commercial vendors in order to:

1. Perform bandwidth shaping;
2. Conduct traffic monitoring to identify the largest bandwidth users; and
3. Reduce or block illegal file-sharing.

The College District ~~shall~~will investigate and respond to all submitted complaints of violations of the DMCA according to the reporting procedures noted above.

Alternatives to Illegal File-Sharing and Downloading

The College District encourages all users of its technology resources to utilize free or commercial services that provide the user with a legal way to copy and use various types of digital content and ensures the use of electronic media is in compliance with federal copyright law.

EDUCAUSE, an information technology consortium in higher education, maintains a [website of links](#)¹ to legal sources of online content.

Access by Individuals with Disabilities

The District President or designee ~~shall~~will develop procedures to ensure that individuals with disabilities have access to the College District's electronic and information resources similar to individuals without disabilities.

Drones

The flying of drones over or from sites on College District property or as part of the College District's administrative, academic, or research program is permitted only in accordance with law and College District regulations.

¹ EDUCAUSE: <http://www.educause.edu/legalcontent>

NEW POLICY

GPA Requirement

A student living in College District housing must maintain a cumulative grade point average (GPA) as specified in the Collin College Resident Handbook.

Students who do not maintain the required GPA every semester will be removed from student housing.

Semester Hour Requirement

A student living in College District housing must enroll and remain enrolled in a minimum number of hours as specified by the Collin College Resident Handbook.

A student who drops or who is dropped below the minimum number of hours will have three class days to complete the academic reinstatement process as outlined in the Collin College Resident Handbook. If the student is unable to be reinstated by the three-day deadline, he or she will be given a deadline by which he/she must move out of College District housing. The move-out date will determine if a refund of the room rent is appropriate. The balance of the student's meal account will be refunded.

Class Attendance Requirement

Failure to attend classes may be grounds for loss of residential housing privileges.

Criminal History Record Check Requirement

A student applying to live in College District housing must permit the College District to obtain criminal history information. The College District will obtain criminal history information available to the public. An applicant with a pending charge or a conviction for a felony, a pending charge or a conviction for a Class A misdemeanor, other than a minor traffic offense, and/or a pending charge or a conviction for a Class B misdemeanor, other than a minor traffic offense, less than ten years old may have his or her housing application declined.

Should, during the course of a semester, a resident student be charged with a criminal offense for which the student may have his or her housing application denied, that student will not be eligible to remain in housing.

Appeals

A student whose housing application is denied based on the GPA requirements, semester hour or class attendance requirements, or based on criminal history record check requirements as described above may submit a letter of appeal to the director of residential life. The Appeal Process is outlined in the Collin College Resident Handbook.

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USE OF COLLEGE
DISTRICT FACILITIES

The College District's facilities and property are intended primarily for the support of the instructional programs of the College District and for the support of programs conducted or sponsored by the College District's academic and administrative departments or organizations affiliated with those departments.

[For use of the College District's facilities by employees or employee organizations, see DGD. For use by students and registered student organizations, see FLAA.]

LIMITED PUBLIC
FORUM AND PUBLIC
ASSEMBLY USE

The buildings, classrooms, libraries, facilities, grounds, and property owned or controlled by the College District are not a traditional public forum open for assembly, debate, demonstrations, or similar activities by members of the general public, subject to some exceptions. See GD(Legal).

FOR PROFIT USE

The College District does not permit individuals or for-profit organizations to use its facilities for financial gain, including marketing activities; nor does the College District permit third-party private academic instruction or student recruitment. This does not exclude institutions of higher education or third party organizations from participating in Collin College-sponsored transfer and recruitment fairs.

The College District does permit the rental of college facilities for third party employee training programs and educational testing, as well as for public meetings, performances, and presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

NONPROFIT USE

The College District may permit 501(c)(3) nonprofit organizations to rent space and host events on College District property when these activities do not conflict with College District use or with this policy.

PRIVATE USE

College District facilities are not available for use or for rental to individuals for private gatherings sponsored by private individuals.

FUNDRAISING USE

Only civic, educational, and student organizations and individuals authorized by the College District are allowed to sponsor and engage in fundraising activities using College District facilities. All external requests must be submitted for approval to Conference Services.

CAMPAIGN-RELATED
USE

The College District permits open forums and town hall events scheduled through Conference Services or hosted by the College District for elected officials and those who have filed to run for elected office, based on space availability and adherence to the College District's standard room reservation approval process.

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However, except to the extent a College District facility is used as an official polling place, College District facilities are not available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law. (See Election Campaign Signs and Tents below)

The Texas Election Code defines the following. "Political Advertising" means a communication supporting or opposing a candidate for nomination or election to a public office or office of a political party, a political party, a public officer, or a measure that

- (A) in return for consideration, is published in a newspaper, magazine, or other periodical or is broadcast by radio or television; or
- (B) appears:
 - (i) in a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication; or
 - (ii) on an Internet website.

"Campaign communication" means a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure.

"Electioneering" includes the posting, use, or distribution of political signs or literature.

- (a) During the time an early voting polling place is open for the conduct of early voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the early voting polling place is located.
- (b) The entity that owns or controls a public building being used as an early voting polling place may not, at any time during the early voting period, prohibit electioneering on the building's premises outside of the area described in subsection (a), but may enact reasonable regulations concerning the time, place, and manner of electioneering.

The College District does not permit external individuals or groups to use college facilities to access students, faculty, or staff for private purposes, including gathering signatures for petitions. Limited public forum areas are designated at each campus for this purpose. See GD(Legal).

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GD
(LOCAL)

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- RECREATIONAL USE Approval from the Conference Services Department is required for use of the College District's indoor and outdoor recreational facilities, such as the gym, tennis courts, etc., when the facilities are not in use by the College District or for another scheduled purpose.
- EMERGENCY USE In case of emergencies or disasters, the District President or designee may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
- REQUESTS To request permission to meet on College District premises, interested community members or organizations will file a written application with the Conference Services Department in accordance with administrative procedures.
- The community members or organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules. The application will be submitted at least ten (10) business days prior to the proposed use but not more than four months prior to the proposed use. Requests for exceptions to the timeline may be approved by the Conference Services Department. Use of College District facilities may not commence until it is approved, in writing, by the Conference Services Department.
- Requests for community use of College District facilities will be considered on a first-come, first-served basis. However, requests received on the same day will be prioritized as follows:
1. Classroom instruction and other official College District functions and programs;
 2. Requests by recognized student organizations and employee organizations;
 3. Activities sponsored by non-College District, nonprofit organizations that are open to the public;
 4. Authorized activities that do not fall within the above categories.
- Organizations from within the College District's service area will be given priority over requests from organizations located outside the College District's service area.
- Events that directly benefit the citizens of the College District will be given priority over events that specifically target larger groups or groups from outside the College District.

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Programs offered through the facilities rental program (Priorities Three and Four) will be made through a signed facilities use agreement between the District and renter. The College District name and its trademarked logo may not be used by the requestor or approved user. The College District's name only is authorized for use in marketing materials as it relates to providing the location and directional information for the event.

The College District reserves the right to modify these priorities without notice as deemed necessary to accomplish its objectives.

APPROVAL

The Conference Services Department will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with use of the facility by community members or organizations. The request will be approved or denied in writing within ten (10) business days of receiving the application.

Approval of requests for the use of facilities will not be based upon the applicant's race, religion, age, disability, color, sex, national origin, veteran status, or other legally protected class.

College District facilities will not be available for long-term use. Long-term use will be defined as use of the facility for more than five days per month or for more than three weekends per month. Facilities use requests will be considered for a time period not to exceed four calendar months, coinciding with the fall, spring, and summer College District semesters.

Failure to comply with the conditions outlined in this policy and the facilities use agreement may result in penalties, including but not limited to, restrictions on future rental of College District facilities and/or an additional damage/cleaning fee as provided for in the facilities use agreement. (should include amount in contract and/or in procedures)

Approval will not be granted when the Conference Services Department has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a prior sanction [see VIOLATIONS OF POLICY];
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District as determined by the College District, including

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at the sole discretion of the District President;

4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program, other planned activities, or other operations of the College District;
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property at an event;
7. The applicant failed to supply the requested information on the application;
8. The application contains a material misrepresentation of fact as determined at the sole Discretion of the District; or
9. The proposed use is not a suitable location because the design or dimensions of the event will substantially interfere with pedestrian access, traffic flow, or public safety in or near the same area as the proposed event.

WRITTEN NOTICE IF
REQUEST REJECTED

The Conference Services Department or designee will communicate with the requestor if a request to rent facilities is denied.

WRITTEN AGREEMENT
REQUIRED

Any community member or organization approved for use of College District facilities not related to the college will be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations prior to a facilities use agreement being approved. This includes an acknowledgement that the College District is not liable for any personal injury or damages to personal property occurring during the use by the community member or organization.

FEES FOR USE

A community member or organization authorized to use College District facilities will be charged a fee for the use of designated facilities.

The Board delegates to the District President the responsibility to establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, media, and technology services. All fees must be paid in advance (or an authorized purchase order) in accordance with the College District's facilities use agreement.

Fees will not be charged when College District buildings are used

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GD
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for public meetings sponsored by state or local governmental agencies.

The Board delegates to the District President the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

ON SITE PERSONNEL

When a College District facility is being used, an employee of the College District will be on the premises and will be fully in charge of the facility being used.

The College District's representative is responsible for ensuring compliance with the requirements of this policy during the event.

REQUIRED CONDUCT

Community members and organizations using College District facilities will:

1. Conduct business in an orderly manner;
2. Abide by all laws, policies, and procedures, including, but not limited to, those regulating the use, sale, or possession of alcoholic beverages, illegal drugs, tobacco products, and firearms on College District property, and the requirements in the facilities use agreement; [See CHF and GDA]
3. Make no alteration, temporary or permanent, to College District property without prior written consent from the District President or designee; and
4. Be responsible for the cost of repairing any damages incurred during use and will be required to indemnify the College District for the cost of any such repairs.

Additionally, community members and organizations using College District facilities may request table space for students to visit and learn about the table sponsor's activities and may distribute literature, subject to the reasonable time, place, and manner restrictions designated by the College District.

Distribution of literature not published by the College District and activities of the organizations and individuals using College District facilities will be conducted in a manner that:

1. Is not disruptive;
2. Does not impede reasonable access to College District facilities or deny the use of offices or other facilities to students, faculty, staff, or guests of the College District;

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3. Does not Interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings, or facilities;
4. Does not threaten or endanger the safety of any person on College District premises;
5. Does not harass, badger, coerce, or intimidate another person or force material on an unwilling participant or accost or approach individuals not in the immediate vicinity of the assigned table space or use areas designated by the College District;
6. Does not involve conduct that is likely to result in damage to or destruction of property or to cause disruption in utilities;
7. Does not create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
8. Does not attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence.
9. Does not interfere with the rights of others as determined by the College District; and
10. Does not violate local, state, or federal laws or College District policies and procedures.

Location and placement of assigned tables and chairs will be made at the discretion of the Conference Services Department, based on availability and ensure that such external events do not interfere with the conduct of any student or College District event.

The consumption of food and beverages will be restricted in accordance with the facilities use agreement.

Groups or organizations using College District facilities will conform to all federal and state statutes, county and municipal ordinances, and fire regulations.

Decorations must be flame retardant and will be erected and taken down in a manner not destructive to College District property or facilities. The use of any material or device that constitutes a hazard to people, equipment, property, and/or facilities is expressly prohibited.

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The renter is responsible for clean-up of the space and for clearing the area of discarded or leftover literature.

In addition to the rental fee for use of the facility, the renter will be billed for any cleanup expenses that may result if materials are not removed in a timely manner or if storage of renter-owned materials is required.

Events that include attendance of or participation by minors will require adult supervision by the sponsoring organization.

College District apparatus, furniture, or equipment will not be removed, altered, or displaced without permission from an authorized College District official. Renters are not authorized to bring in their own furniture or fixtures.

The renter is liable for the care and protection of College District property and/or facilities and will be charged for any damages sustained by the premises, furniture, or equipment because of the occupancy.

At the sole discretion of the Conference Services Department, rental agreements for use of any College District facility will be revoked when facilities are misused or when the foregoing rules are violated. Facilities use agreements may not be renewed when revoked for misuse.

The renter is responsible for any and all loss, accidents, neglect, injury, or damage to person, life, property, or facilities that may be the result of, or caused by, the renter's occupancy of the facilities or premises for which the College District might be held liable. The renter will protect and indemnify the College District, the Board, and any officer, agent, or employee of the College District and save them harmless in every way from all suits or actions at law for damage or injury to person, life, property, or facilities that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The College District requires each renter to provide a valid certificate of insurance in a type and in an amount specified by the College District.

IDENTIFICATION

A community member or organization leasing campus facilities and/or distributing materials on campus will provide identification when requested to do so by a College District representative.

Any student who refuses to identify himself or herself fully may be subject to College District discipline, which may include suspension.

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DISTRIBUTION OF LITERATURE	<p>Any written or printed materials, handbills, photographs, pictures, films, tapes, giveaways, handouts, or other visual or auditory materials not sponsored by the College District must comply with this policy. Such materials will not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization, except in accordance with this policy.</p> <p>Approved individuals renting or using college facilities may distribute handouts associated with the event to its members and guests.</p> <p>The College District is not responsible for, nor does the College District endorse, the contents of any literature distributed by a community member or organization.</p> <p>[See CHE regarding use of the College District’s internal mail system and FLA regarding distribution of literature by students and registered student organizations]</p> <p>Literature will not be distributed by a community member or organization on College District property if, <u>in the sole discretion of the College District</u>:</p>
TIME, PLACE, AND MANNER RESTRICTIONS	<ol style="list-style-type: none">1. The materials are obscene;2. The materials contain defamatory statements;3. The materials advocate illegal conduct, imminent lawless or disruptive action and are likely to incite or produce such action;4. The materials are considered prohibited harassment [see DIA series and FFD series];5. The materials constitute unauthorized solicitation [see SOLICITATIONS, below]; or6. The materials infringe upon intellectual property rights of the College District [see CT]. <p>A community member or organization that has been approved to rent a campus facility, has signed the required written facilities use agreement, and has paid any required fees may distribute literature to its members and guests during the time period covered by the written agreement and in the location covered in the written agreement.</p>
PERMISSIBLE SOLICITATION	<p>As used in this policy, the word “solicitation” will mean the sale or offer for sale of any property or service, whether for immediate or</p>

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future delivery, and the receipt of or request for any gift or contribution by an entity.

The only solicitation permitted in or on any property or facilities either owned or controlled by the College District will be in accordance with the following:

1. The sale or offer for sale of any food or drink item by authorized student organizations in an area designated in advance by the appropriate College District representative.
2. The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with College District regulations on the use of facilities.
3. The collection of admission fees for the exhibition of movies or other programs scheduled in accordance with College District policies and procedures.

SOLICITATION
REQUIREMENTS

Such approved solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disturb or interfere with the regular academic or institutional programs and activities being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.
4. Violations will be addressed through the appropriate college policy and may result in the organization being prohibited from further solicitation for a designated period of time. [See FKC(LOCAL)]

SIGNS AND
POSTERS

For the purposes of this policy, "sign" will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; "posting" will be defined as any means used for displaying a sign. Requirements for election signs are described below at ELECTION/CAMPAIGN SIGNS AND TENTS.

No person or organization may post a sign that is obscene, incites illegal activity, is libelous, or contains non-permissible solicitation. [See FI(LOCAL) or FKA(LOCAL)]

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Except for non-permissible signs, as defined herein, an entity may publicly post a sign on College District property or facilities only in designated areas. No object other than a sign may be posted on College District property or facilities.

Before publicly posting a sign, an entity will:

1. Submit the proposed sign to the student engagement office staff or a designated representative for review and consideration.
2. Provide pertinent information including the:
 - a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;
 - b. Proposed general location for posting the sign; and
 - c. Length of time the sign will be posted.

Upon receipt, the student engagement office staff or designated representative will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 24" x 24", will be posted neatly on appropriate bulletin boards by student engagement office personnel or a designated representative, subject to space availability.
2. Items will receive an approval stamp dated and signed by student engagement office personnel or a designated representative for each item to be posted.
3. Materials generally will be approved for a maximum period of four weeks.
4. Materials that do not conform to these posting procedures and guidelines will be subject to immediate removal.

A sign may not be:

1. Attached to:
 - a. A shrub or plant.
 - b. A College District vehicle.
 - c. A permanent sign installed for another purpose.
 - d. A fence or chain or its supporting structure.
 - e. A brick, concrete, or masonry structure.

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- f. A statue, monument, or similar structure.
2. Posted:
 - a. On or adjacent to a fire hydrant.
 - b. On or between a curb and sidewalk.
 - c. In a College District building or facility except on a bulletin board designated for that purpose.

The student engagement office staff or designated representative will remove all signs no later than one week after the expired approval stamp date. No person will remove a sign posted or attached in accordance with this section without permission from the student engagement office or designated representative.

NONPERMISSIBLE
SIGNS

No entity will post or carry a sign that:

1. Involves non-permissible solicitation;
2. Contains material that is obscene or libelous; or
3. Is larger than 24" x 24", unless authorized by the associate dean of student and enrollment services.

ELECTION / CAMPAIGN
SIGNS AND TENTS

Election campaign signs will be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate campus vice president/provost, during the period of early voting and on Election Day when the campus is a voting site. Such signs will be limited to a size not to exceed 24" x 24" and must be either hand-held or staked into the ground. However, use of t-posts will not be allowed.

Signs placed outside of the designated location will be removed by the facilities/plant manager or designee and held for pick up in the plant facility for not longer than five (5) days from removal. If not picked up within five (5) days, the College District will dispose of the signs.

Issues-based campaign signs are limited to 3 signs per political action committee per issue, either supporting or opposing the issue.

Tents, awnings, and shelters will not be permitted on College District property. Megaphones will not be permitted within 1,000 feet of the polling location.

All electioneering must comply with applicable election laws.

CLASSROOM
BULLETIN BOARDS

Bulletin boards located both inside and directly outside each classroom will be under the jurisdiction of the appropriate vice president/provost or designated representative.

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VIOLATIONS OF
POLICY

Failure to comply with the policy and procedures regarding community use of College District facilities or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation or discarding of nonconforming materials.

ALCOHOL AND DRUG
USE PROHIBITED

The use of alcohol and intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.

Any person who appears to be under the influence of intoxicating liquor or drugs will be denied access to and/or the use of College District property or facilities.

ALCOHOL AND DRUG
USE EXCEPTION

With the prior consent and approval of the District President, the provisions herein may be waived for specified culinary instructional programs or with respect to any specific event that is sponsored by the College District and/or the Collin College Foundation. State law will be strictly enforced at all times on all property or facilities controlled by the College District in regard to the possession and consumption of alcoholic beverages.

CHILDREN ON
CAMPUS

Unattended children will not be allowed in College District facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in College District classes, meeting with College personnel, or participating in approved programs with the College District.

Students may not bring children to orientations, classes, labs, testing centers, or other academic programs. The parent or guardian who violates this policy will be interrupted from their campus activity and be required to supervise the child or make other suitable arrangements.

College District employees are prohibited from bringing children to work other than for approved programs with the College District.

ANIMALS ON CAMPUS

The College District will allow certain animals to accompany a student or visitor on campus, in accordance with the following:

1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission will be obtained from the appropriate academic dean. The permission statement will clearly designate the date, location, and purpose for the animal's presence on campus. Each animal will be on a leash or equivalent and fully under the control of the handler. The

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handler will have documentation of current vaccinations for the animal. The care and supervision of the animal will be the sole responsibility of the handler.

2. Service animals as defined by the Americans with Disabilities Act (ADA) and used as guide dogs or signal dogs or other dogs individually trained to provide assistance to an individual with a disability. Service animals are working animals, not pets. Animals that meet this definition will be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals will be on a leash at all times and/or under the control of the individual with a disability. The care and supervision of the animal will be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the ADA. Students utilizing a service animal on campus will complete a registration form with the College District ACCESS office.

All other animals will not be permitted on any College District campus or in any College District facility.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
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PURPOSE The College District provides facilities for use by community groups when such use advances the College District's mission and when such use is not in conflict with the College District's programs and does not constitute a violation of the local, state, or federal laws governing actions by public agencies. The Board reserves the right to determine whether a proposed use of facilities is consistent with the philosophy, objectives, and policies of the College District.

PHILOSOPHY The College District is supported by public and private funds. Those who benefit most from its activities are students. However, since the College District is supported by all individuals in its service area, it is dedicated to serving the needs of all its constituents, as appropriate. In support of this mission, the College District encourages use of its facilities by the public.

The grounds and facilities of the College District shall be made available to members of the College District community, including students and their respective approved student organizations, when such use does not conflict with normally scheduled activities or any College District policy. Students and approved student organizations shall be subject to the College District rules and regulations governing the use of College District facilities. The requesting student(s) or approved student organizations shall pay all expenses incurred by their use of the facilities. Such expenses are limited to the cost for required College District custodial, security, and building staff and damages and/or losses.

FACILITIES AVAILABLE FOR COMMUNITY USE College District facilities shall also be available to community groups in accordance with this policy.

PRIORITY OF USE The campus facilities scheduling coordinator shall assign priorities to requests for the use of College District facilities in accordance with Board policy. The campus facilities scheduling coordinator, working in conjunction with the appropriate campus vice president/provost or designated representative, shall approve events, dates, and times; resolve conflicts; and approve any deviations from the priority schedule or from the standard fee structure as deemed necessary to carry out College District policy in accordance with its philosophy.

The priority schedule is as follows:

1. Priority One is reserved for College District academic programs.
2. Priority Two is reserved for College District-approved co- and extracurricular activities.

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- ~~3. Priority Three is granted to public events of an educational nature that are cosponsored by the College District.~~
- ~~4. Priority Four is granted to approved fundraisers sponsored by the College District, the College District Foundation, College District-approved student or alumni organizations, or similar related groups.~~
- ~~5. Priority Five is granted to public events of an educational nature, sponsored by independent school districts or other public agencies.~~
- ~~6. Priority Six is granted to public events organized by groups outside of the College District that are of an educational, cultural, public service, or recreational nature and for which any proceeds are totally used to defray the cost of the event. Also included in this category are events for nonprofit charitable groups and organizations.~~
- ~~7. Priority Seven is granted to events designed to generate profit or to further the programs of non-College District-sponsored individuals, organizations, or businesses.~~

~~In order to present a diversified program of community events, it may be necessary to give priority to requests from groups that have not previously used the facility. In no case shall a group be allowed to schedule a facility to the exclusion of other groups.~~

~~Organizations from within the College District's service area shall be given priority over requests from organizations located outside the College District's service area.~~

~~Events that directly benefit the citizens of the College District shall be given priority over events that specifically target large or groups or groups from outside the College District.~~

~~Programs offered through the facilities rental program (Priority Seven) shall not appear to be programs affiliated with or sponsored by the College. All communications, in connection with a renter's use of the premises, including but not limited to admission tickets, e-mail, print media, social media communications, window cards, radio and television announcements, and telephone solicitations shall be submitted to the College District for review and approval of form and content a minimum of 72 hours prior to press time.~~

~~COMMUNITY USE OF COLLEGE DISTRICT FACILITIES~~

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~~The College District reserves the right to modify these priorities without notice as deemed necessary to accomplish its objectives.~~

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~~EMERGENCIES OR
DISASTERS~~

~~The College President or designee may authorize the use of College District facilities by public safety and security officials in the case of emergencies, threats, or disasters.~~

~~SCHEDULING OF
FACILITIES~~

~~The campus facilities scheduling coordinator shall schedule the use of College District facilities. All approved events shall appear on the master events calendar. The approval for use of College District facilities shall be issued after coordination with the appropriate service areas.~~

~~External requests for use of facilities shall be filed at least two weeks in advance of the desired date. Requests shall be made in writing and shall include:~~

- ~~1. The name of the student, approved student organization, or other organization requesting use of the facilities;~~
- ~~2. The location of the facility desired and the date and time of locations;~~
- ~~3. The approximate number of persons expected to use the facility;~~
- ~~4. How the facility shall be used; and~~
- ~~5. Proposed method of payment for any additional expenses.~~

~~Rental agreements to use facilities shall only be for specified dates and times. The College District assumes no obligation in the event that a change of either date or time is requested or necessitated by events beyond its control.~~

~~The campus facilities scheduling coordinator shall approve applications that are consistent with the provisions of this policy, including the CONDITIONS OF USE, described below, unless there are reasonable grounds to believe that:~~

- ~~1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested.~~
- ~~2. The applicant is under a College District disciplinary penalty prohibiting the use of the facility.~~
- ~~3. The proposed use includes nonpermissible solicitation.~~
- ~~4. The proposed use will compete with College District programs, services, and/or course offerings.~~

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- ~~5. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.~~
- ~~6. The applicant owes a monetary debt to the College District, and the debt is considered delinquent.~~
- ~~7. The proposed activity would disrupt or disturb the regular academic program or would result in damage to or defacement of property or facilities.~~
- ~~8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.~~

~~If the facilities schedule coordinator does not approve an application under this section, he or she shall give the applicant a written statement of the grounds for the denial.~~

CONDITIONS OF USE

~~College District facilities shall not be available to individuals for private gatherings sponsored by private individuals.~~

~~Approval of requests for the use of facilities shall not be based upon the applicant's race, religion, age, disability, color, sex, national origin, veteran status, or other legally protected class.~~

~~College District facilities shall not be available for long-term use. Long-term use shall be defined as use of the facility for more than five days per month or for more than three weekends per month. Facilities use requests shall be considered for a time period not to exceed four calendar months, coinciding with the fall, spring, and summer College District semesters.~~

~~Failure to comply with the conditions outlined in this policy and the rental agreement may result in penalties, including but not limited to, restrictions on future rental of College District facilities and/or an additional damage/cleaning fee.~~

SPECIAL
REQUIREMENTS

~~When a College District facility is being used, an employee of the College District shall be on the premises and shall be fully in charge of the facility being used.~~

~~All users of College District facilities shall execute and comply with a rental agreement with the College District.~~

TOBACCO USE
PROHIBITED

~~The College District is a smoke and tobacco free institution. The use of tobacco products or other electronic smoking devices is strictly prohibited anywhere on College District property or in campus buildings. Violators of tobacco regulations may be issued a citation by the College District police department and may face le-~~

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ALCOHOL AND
DRUG USE
PROHIBITED
EXCEPTION

~~gal fines. Additionally, violators may be subject to disciplinary action by the College District.~~

~~The use of alcohol and intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. However, with the prior consent and approval of the College President, the provisions herein may be waived for specified culinary instructional programs or with respect to any specific event that is sponsored by the College District and/or the Collin College Foundation. State law shall be strictly enforced at all times on all property or facilities controlled by the College District in regard to the possession and consumption of alcoholic beverages. All other possession, consumption, or use of alcoholic beverages or illegal drugs shall be prohibited on College District property or facilities. Any person who appears to be under the influence of intoxicating liquor or drugs shall be denied access to and/or the use of College District property or facilities.~~

~~The consumption of food and beverages shall be restricted to certain areas.~~

~~Groups or organizations using College District facilities shall conform to all federal and state statutes, county and municipal ordinances, and fire regulations. Decorations must be flame retardant and shall be erected and taken down in a manner not destructive to College District property or facilities. The use of any material or device that constitutes a hazard to people, equipment, property, and/or facilities is expressly prohibited.~~

~~Display materials used or distributed on College District property and/or facilities must have the approval of the director of student life or the appropriate campus vice president/provost or designated representative before they are posted and must be removed within 24 hours following the event. The lessee shall be billed for any cleanup expenses that may result if materials are not removed in a timely manner or if storage of lessee-owned materials is required.~~

~~Events that include attendance of or participation by minors shall require adult supervision by the sponsoring organization.~~

~~College District apparatus, furniture, or equipment shall not be removed, altered, or displaced without permission from an authorized College District official.~~

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~~Approval of an application may include the condition that the applicant reimburses the College District for police and/or security officers, as required.~~

~~The lessee is liable for the care and protection of College District property and/or facilities and shall be charged for any damages sustained by the premises, furniture, or equipment because of the occupancy.~~

~~Rental agreements for use of any College District facility shall be revoked when facilities are misused or when the foregoing rules are violated. Rental agreements may not be renewed when revoked for misuse.~~

~~The lessee is responsible for any and all loss, accidents, neglect, injury, or damage to person, life, property, or facilities that may be the result of, or caused by, the lessee's occupancy of the facilities or premises for which the College District might be held liable. The lessee shall protect and indemnify the College District, the Board, and any officer, agent, or employee of the College District and save them harmless in every way from all suits or actions at law for damage or injury to person, life, property, or facilities that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility or negligence.~~

~~The College District may require, at its discretion, the furnishing of a certificate of liability insurance by the lessee in an amount specified by the College District.~~

CHILDREN ON
CAMPUS

~~Unattended children shall not be allowed in College District facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in classes or approved programs with the College District. Children shall not be taken to orientations, classes, labs, testing centers, or other academic programs. Furthermore, children shall not be taken to work with College District employees other than for approved programs with the College District.~~

ANIMALS ON CAMPUS

~~The College District shall allow certain animals to accompany a student or visitor on campus, in accordance with the following:~~

- ~~1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission shall be obtained from the appropriate academic dean. The permission statement shall clearly designate the date, location, and purpose for the animal's presence on campus. Each animal shall be on a leash or equivalent and fully under the control of the handler. The~~

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~~handler shall have documentation of current vaccinations for the animal. The care and supervision of the animal shall be the sole responsibility of the handler.~~

- ~~2. Service animals as defined by the Americans with Disabilities Act (ADA) and used as guide dogs or signal dogs or other animals individually trained to provide assistance to an individual with a disability. Service animals are working animals, not pets. Animals that meet this definition shall be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals shall be on a leash at all times and under the control of the individual with a disability. The care and supervision of the animal shall be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the ADA. Students utilizing a service animal on campus shall complete a registration form with the College District access office.~~

~~All other animals shall not be permitted on any College District campus or in any College District facility.~~

FEES

~~Information regarding the College District's fee schedule is available from the campus facilities scheduling coordinator.~~

PUBLIC ASSEMBLY

~~Public assembly, discussion, or demonstration must not disturb or interfere with a program, event, or activity approved by the campus facilities scheduling coordinator, appropriate campus vice president/provost, or designated representative and must not unreasonably disturb or interfere with normal operations and activities of the College District.~~

~~Any person who refuses to identify himself or herself fully in accordance with policy GFA and the Penal Code 30.05 may be guilty of a misdemeanor, an offense, upon conviction, punishable by a fine of not more than \$200.~~

~~In addition to the penalty above, any student who refuses to identify himself or herself fully may be subject to College District discipline, which may include suspension.~~

PERMISSIBLE SOLICITATION

~~As used in this policy, the word "solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an entity.~~

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~~The only solicitation permitted in or on any property or facilities either owned or controlled by the College District shall be in accordance with the following:~~

- ~~1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the appropriate campus vice president/provost, the vice president of student development, or a designated representative for the conduct of such activity.~~
- ~~2. The sale or offer for sale of any food or drink item in an area designated in advance by the appropriate campus vice president/provost, the vice president of student development, or a designated representative for the conduct of such activity.~~
- ~~3. The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with College District regulations on the use of facilities.~~
- ~~4. The collection of admission fees for the exhibition of movies or other programs scheduled in accordance with College District regulations.~~
- ~~5. The activities of an entity that can present to the appropriate campus vice president/provost, vice president of student development, or designated representative written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code. No organization may solicit under this section for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.~~

SOLICITATIONS

~~No solicitation shall be conducted on the grounds, sidewalks, or streets of any property or facilities, owned or controlled by the College District, except as approved by the appropriate campus vice president/provost, vice president of student development, or designated representative.~~

~~Solicitation made pursuant to the terms of this policy must be conducted according to the following:~~

- ~~1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.~~
- ~~2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and~~

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~~streets and at places of ingress and egress to and from buildings owned or controlled by the College District.~~

~~3. The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.~~

~~If, after a reasonable investigation, the appropriate campus vice president/provost, vice president of student development, or designated representative determines that a solicitation is being conducted in a manner that violates this policy, the appropriate campus vice president/provost, vice president of student development, or designated representative may prohibit the offending entity from soliciting on the campus for such period or periods of time determined to be appropriate. [See FKG(LOCAL)]~~

FUNDRAISING

~~Only organizations or individuals authorized by the College District shall be allowed to sponsor and engage in fundraising activities under the name of the College District. All such activities must be compatible with the mission and objectives of the College District and must be approved by the appropriate campus vice president/provost, vice president of student development, or designated representative. Any other fundraising activities shall be submitted in advance for consideration to the College District senior vice president of academic affairs and student development.~~

PETITIONS,
HANDBILLS, AND
LITERATURE

~~The appropriate vice president/provost's office or designated representative is responsible for overseeing campus solicitations and publications. Each petition, handbill, or piece of literature shall identify the person or organization distributing it.~~

~~No person or organization may publicly distribute on College District property or in College District facilities one or more petitions, handbills, or pieces of literature that are obscene or libelous or that contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.~~

~~No person or organization may distribute literature by accosting individuals or by hawking or shouting. The distributor must clean the area around where the literature was distributed.~~

USE OF COLLEGE
DISTRICT NAME OR
SYMBOL

~~The name of the College District, the emblem/logo of the College District, or any other recognizable symbol representing the College District shall not be used as a part of the name or masthead of any publication without the express written approval of the appropriate member of the College District leadership team.~~

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~~IDENTIFICATION OF FUNDING SOURCE~~ Any publication, developed wholly or in part from funds received from a grant, must have the funding source clearly identified on the document.

~~SIGNS~~ For the purposes of this policy, “sign” shall be defined as a bill-board, decal, notice, placard, poster, banner, or any kind of hand-held sign; “posting” shall be defined as any means used for displaying a sign. Requirements for election signs are described below at ~~ELECTION/CAMPAIGN SIGNS AND TENTS~~.

~~No person or organization may post a sign that is obscene or libelous or that contains nonpermissible solicitation. [See FI(LOCAL) or FKA(LOCAL)]~~

~~Except for nonpermissible signs, as defined herein, an entity may publicly post a sign on College District property or facilities only in areas or locations designated by the director of student life or a designated representative in conjunction with the appropriate campus vice president/provost and the campus facilities plant operations manager. No object other than a sign may be posted on College District property or facilities.~~

~~Before publicly posting a sign, an entity shall:~~

- ~~1. Deposit with the student life office staff or a designated representative the sign to be posted.~~
- ~~2. Provide pertinent information including the:
 - ~~a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;~~
 - ~~b. Proposed general location for posting the sign; and~~
 - ~~c. Length of time the sign shall be posted.~~~~

~~Upon receipt, the student life office staff or designated representative shall ensure that the pertinent information listed above is included and that the following guidelines are applied:~~

- ~~1. Approved items, with a maximum size of 24” x 24”, shall be posted neatly on appropriate bulletin boards by student life office personnel or a designated representative, subject to space availability.~~
- ~~2. Items shall receive an approval stamp dated and signed by student life office personnel or a designated representative for each item to be posted.~~

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~~3.— Materials generally shall be approved for a maximum period of four weeks.~~

~~4.— Materials that do not conform to these posting procedures and guidelines shall be subject to immediate removal.~~

~~A sign may not be:~~

~~1.— Attached to:~~

~~a.— A shrub or plant.~~

~~b.— A College District vehicle.~~

~~c.— A permanent sign installed for another purpose.~~

~~d.— A fence or chain or its supporting structure.~~

~~e.— A brick, concrete, or masonry structure.~~

~~f.— A statue, monument, or similar structure.~~

~~2.— Posted:~~

~~a.— On or adjacent to a fire hydrant.~~

~~b.— On or between a curb and sidewalk.~~

~~c.— In a College District building or facility except on a bulletin board designated for that purpose.~~

~~The student life office staff or designated representative shall remove all signs no later than one week after the expired approval stamp date. No person shall remove a sign posted or attached in accordance with this section without permission from the director of student life or designated representative.~~

NONPERMISSIBLE
SIGNS

~~No entity shall post or carry a sign that:~~

~~1.— Involves nonpermissible solicitation;~~

~~2.— Contains material that is obscene or libelous; or~~

~~3.— Is larger than 24" x 24", unless authorized by the director of student life.~~

ELECTION / CAMPAIGN
SIGNS AND TENTS

~~Election campaign signs shall be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate campus vice president/provost, during the period of early voting and on Election Day when the campus is a voting site. Such signs shall be limited to a size not to exceed 24" x 24" and~~

~~COMMUNITY USE OF COLLEGE DISTRICT FACILITIES~~

GF
(LOCAL)

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~~must be either hand-held or staked into the ground. However, use of t-posts shall not be allowed.~~

~~Tents, awnings, and shelters shall not be permitted on College District property. Megaphones shall not be permitted within 1,000 feet of the polling location.~~

~~All electioneering must comply with applicable election laws.~~

~~CLASSROOM
BULLETIN BOARDS~~

~~Bulletin boards located both inside and directly outside each classroom shall be under the jurisdiction of the appropriate vice president/provost or designated representative.~~