

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF  
(LOCAL)

PURPOSE	<p>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.</p>
PHILOSOPHY	<p>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.</p> <p>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.</p>
FACILITIES AVAILABLE FOR COMMUNITY USE	<p>College District facilities shall also be available to community groups in accordance with this policy.</p>
PRIORITY OF USE	<p>The facilities scheduling coordinator shall assign priorities to requests for the use of College District facilities in accordance with Board policy. The 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.</p> <p>The priority schedule is as follows:</p> <ol style="list-style-type: none"><li>1. Priority One is reserved for College District academic programs.</li><li>2. Priority Two is reserved for College District-approved co- and extracurricular activities.</li><li>3. Priority Three is granted to public events of an educational nature that are cosponsored by the College District.</li></ol>

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4. Priority Four is granted to approved fund-raisers 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 larger groups or groups from outside the College District.

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

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 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:

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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.

Permits 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 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.
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.

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CONDITIONS OF USE	<p>College District facilities shall not be available to individuals for private gatherings sponsored by private individuals.</p> <p>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.</p> <p>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.</p>
SPECIAL REQUIREMENTS	<p>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.</p> <p>All users of College District facilities shall execute and comply with a facilities use agreement with the College District.</p>
TOBACCO USE PROHIBITED	<p>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 legal fines. Additionally, violators may be subject to disciplinary action by the College District.</p>
ALCOHOL AND DRUG USE PROHIBITED EXCEPTION	<p>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.</p> <p>The consumption of food and beverages shall be restricted to certain areas.</p>

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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.

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.

Permits for use of any College District facility shall be revoked when facilities are misused or when the foregoing rules are violated. Permits 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.



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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 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 facilities scheduling coordinator.

PUBLIC ASSEMBLY

Public assembly, discussion, or demonstration must not disturb or interfere with a program, event, or activity approved by the facilities scheduling coordinator, appropriate campus vice president/provost, or designated representative and must not unreasonably disturb or

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SOLICITATION

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.

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.

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.

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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 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 FKC(LOCAL)]

FUND-RAISING

Only organizations or individuals authorized by the College District shall be allowed to sponsor and engage in fund-raising 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 fund-raising activities shall be submitted in advance for consideration to the College District senior vice president of academic affairs and student development. [\(See FI\(LOCAL\) for fundraising by registered student organizations.\)](#)

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



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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.

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 billboard, 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.

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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 11" x 17", 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.
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.

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2. Contains material that is obscene or libelous.
3. Is larger than 11" x 17", 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 4' x 4' and must be either hand-held or staked into the ground. However, use of t-posts shall not be allowed. Authorization to post election campaign signs shall be required from the campus' office of student life.

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.