

Title: Solicitation; Distribution of Literature; Fundraising; Public Assembly Policy

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 - Policy:** June 5, 2024
 - Procedure:** June 5, 2024
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- **Next Review:** June 5, 2027
- **Responsibility:** Vice President of Finance and Administration

Policy:

In order to ensure continuity of business operations and prohibit disturbances to faculty, staff, visitors, and students, the Solicitation; Distribution of Literature; Fundraising; Public Assembly; Policy restricts access and activities to certain areas of all campus facilities and grounds. This policy applies to all students, employees, affiliates, contractors, visitors, leases, and all external entities, organizations, businesses.

Cecil College's buildings and grounds are intended for use by students and employees in furtherance of the College's mission. While Cecil College property is generally reserved for educational purposes, the College will, on occasion, open its property for alternative uses.

Use of College property for academic purposes, student organization events and functions, and for College sponsored events generally will take precedence over commercial uses.

Individuals, groups, and organizations may request to use College property through the submittal of an event request through established College external/internal event request procedures and in compliance with the terms of the Rental of Classrooms and Facilities (External/Internal) Policy. Any person, group, or organization using College property must follow all College policies and rules.

The procedures below apply to the scheduling and use of facilities, the conduct of events and activities, and unscheduled expressive events and activities. These procedures apply to all buildings, facilities, grounds and other indoor or outdoor spaces owned or controlled by Cecil College (collectively referred to as "Facilities and Grounds" or "Facilities or Grounds").

Examples of events and activities that may be covered by these procedures include the following when held on the property of Cecil College.

- Meetings and other group activities of student organizations;
- Speeches, performances and other events by outside individuals or groups invited by registered student organizations or employees;
- Commercial uses of Cecil College property upon a duly executed rental agreement;
- Demonstrations, protests, rallies, vigils, assemblies, and other free speech activities.

Procedure:

The following information and procedures assist with ensuring compliance with the above policy and seek to ensure that individual and group rights of expression, assembly, dissent and protest are not improperly infringed or abridged. At the same time, they seek to support and preserve the means to maintain the safety of all members of the College community and visitors to the campus; and to enable the College to fulfill its mission to provide educational opportunities and cultural enrichment while providing all members of the College community and visitors with the broadest possible latitude to speak, write, listen, challenge, and learn.

Violations of this policy by students or employees (faculty and staff) that allegedly violate College policies will be handled internally. Non-campus members may be subject to being barred from College property.

Definitions

“Solicitation” shall mean canvassing, soliciting or seeking to obtain membership in or support for any organization including requests for contributions, and posting or distributing handbills, pamphlets, petitions, and other similar documents (“Materials”) on College property or using College resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).

“Commercial Solicitation” means selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on College property or using College resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). Furthermore, any vendor conducting business on the campuses must provide the College Procurement Office with evidence of any required licensing and insurance.

Items to be distributed or offered for sale which contain Cecil College trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the respective division vice president and the Director of Marketing and Communications. Any exceptions to this policy must be approved following the procedures outlined.

“Academic Purpose” is the use of College property by a Cecil College employee or a person contracted by the College for the purpose of systematic instruction in any and all branches of learning from which a substantial public benefit is derived. Generally, such instruction is related to a Cecil College credit or non-credit course. Academic purpose includes instruction of college employees in continuing education training related to their employment and conducting administrative functions such as meetings that support the College’s educational purpose.

“Student Organization Events and Functions” to be considered an official event or function of a registered Student Organization (SO), the event must follow the guidelines outlined by the College. Generally, participation in or the sanctioning of an event by one or more individual SO members does not constitute official approval by the Student Organization.

“College Sponsored Events” include College sponsored performances or exhibits of artistic endeavors of students, employees, or contracted individuals which is sanctioned and supported by

Cecil College. “Sanctioned and supported” means that the event was approved for production/exhibition by an executive of Cecil College or their designee. “Sanctioned and supported” shall not include performances or exhibits held pursuant to a real property rental agreement with an artist, vendor or promoter.” College sponsored events include community events sponsored by Cecil College, and College sponsored speech, discussion, or debate. These events further the College’s mission of fostering lifelong learning, global awareness, and social and cultural enrichment by providing a venue for the exchange of ideas.

“Commercial Events” are events for which the non-college affiliated sponsor rents space on the property of Cecil College.

“Demonstrations” include unscheduled demonstrations, protests, rallies, or equivalent activities may be held by recognized college organizations, Student Organizations, full or part-time students, current employees, and individuals of the community on the campus provided that the activity does not interfere with College functions or impede any group or activity for which a space has been reserved in advance. It is inappropriate for planned events to circumvent the procedures by claiming to be spontaneous. In deciding whether a demonstration is spontaneous or planned, the College may consider any relevant evidence, including: (a) whether signs or placards used at the demonstration were commercially produced; (b) whether participants used amplification equipment; and (c) whether Public Safety was alerted, or media contacted, substantially in advance of the demonstration. Demonstrations must follow the following parameters:

- a. Demonstrations shall not take place inside buildings.
- b. Demonstrations shall not block stairways, walkways, entrances, and exits from buildings or roadways or otherwise restrict free movement on any of the campuses.
- c. College procedures regarding posting and distribution of materials shall be followed at all times. Upon request, these policies and procedures will be provided to demonstrators.
- d. All students and employees are encouraged to read and understand the College policy and procedures regarding hate/violence activities and to recognize that some expressions of free speech may be objectionable to some individuals.
- e. If a “counter” demonstration occurs at the same time or within close proximity of a demonstration, the Public Safety Department, in consultation with the appropriate vice president, may establish a buffer zone between the two groups.
- f. Demonstrations may continue so long as they are in compliance with all applicable state and federal laws and College policies, rules and regulations.

Solicitation/Distribution of Literature/Public Assembly/Sales and Fundraising

The College does not have an open forum for solicitation, distribution of literature, public assembly, signs, sales, or fundraising. Solicitations, distribution of literature, public assembly, signs, sales, and fundraising by external groups in any of Cecil College’s facilities are strictly prohibited unless official permission is authorized by the President or their designee.

Designated Public Forum

The College has designated the area located in the courtyard behind the lower level of Building E also known as the PE Building for free speech, peaceable public assembly and related activities. Other areas of the campus may be designated by the President or their designee as public forums

to accommodate free speech and public assembly in special circumstances.

Procedures for Approval for Use of Designated Public Forum

The College places reasonable restrictions on the time, place, and manner in which individuals and groups may exercise rights of free speech and public assembly on College grounds. Groups wishing to receive approval to use the designated public forum for public gatherings or demonstrations or the distribution of literature must submit for approval an event request through established College external/internal event request procedures. All requests must be made at least 30 days but no more than 60 days prior to date of the proposed activity. This is to allow an efficient and safe allocation of space, generally to the first group to request it for a particular time. College sponsored events have first priority on the use of campus grounds. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Prohibited Conduct

The policies and procedures of the College, especially those related to the safety and security of persons and property, must be observed at all times. In addition, those who schedule speech or public assembly activities on campus must not:

- Threaten or accost passers-by, or otherwise attempt to actively engage, approach or solicit employees, students, or campus visitors who are not interested.
- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Commit any act likely to create imminent safety or health hazards.
- Interfere with or disrupt any other lawful or permitted activity by anyone in the same general location at the same time.
- Engage in any commercial activity.
- Conduct speech that includes words that by their very nature tend to incite an immediate breach of the peace.
- Engage in any speech or action that is not allowed by law.
- Engage in any speech that is likely to incite or produce immediate lawless action or that is, under current legal standards, either defamatory, obscene or indecent.
- Incite others to commit any of the acts prohibited.

Non-Interference

Assembly and petitioning activities may not interfere with or inconvenience College operations or programs and must be consistent with the College's educational purposes. Individuals engaged in assembly and petitioning activities must comply with the College's Student Code of Conduct and/or policies governing staff and faculty and may not obstruct, disrupt, interrupt, or attempt to physically force the cancellation of any event or activity sponsored by the College or by users authorized to use the College facilities. Further, participants may not engage in harassing, physically abusive, threatening, or intimidating conduct toward any person. Participants shall comply with the directives of any College official acting in the performance of his or her duty.

Right to Dissent

The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. A speaker is entitled to communicate their message to the audience

during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

Dissemination or Display of Printed Material

After receiving written approval from the President or their designee, individuals or groups may petition and/or distribute pamphlets, booklets, brochures, and other forms of printed material to individuals who desire such information. Materials may be displayed or distributed only within the designated area on the approved date and during the approved time on the condition that all such material is designed for informational (not commercial) purposes. The sponsoring individual or group must provide a receptacle for the disposal of any material distributed. The College does not assume any obligation or liability for the content of such distributed material. Any signs used must either be held by participants or be freestanding signs that do not stick into the ground. No signs or other materials may be mounted or posted on any buildings, walls, windows, doors, sidewalks, trees, light poles, or any other College owned equipment or property.

Distribution of the following materials is specifically not authorized by the College and may subject the sponsor to criminal prosecution or civil liability:

- Advertising material designed to promote the sale of commercial products or services.
- Advertisement of, or information concerning, any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance.
- Unauthorized copyrighted material.
- Obscene or indecent material.
- Material or information that defames any race, ethnicity, gender, sexual orientation, age, disability, or religious group, or any individual member of such group.
- Material advocating violence, or words that are designed to invoke violence.
- Slandorous or libelous language or materials.
- Deliberate misinformation that may result in harm to any individuals or group.
- Any noncompliance with applicable federal, state, and local laws and regulations.
- Advertising materials left on cars, in buildings, or anywhere on campus. This restriction includes commercial and non-commercial advertisements and promotional materials and information.

Gathering Signatures on Petitions

Signatures may be obtained for petitions on college-owned or leased property only in accordance with the following procedures:

- a. Applicants shall submit for approval an event request through established College external/internal event request procedures.
- b. Applicants collecting signatures on petitions are not required to be seated or standing behind tables at the particular location, so long as they are not distributing materials and they meet the other requirements of this section. An occasional giving of a copy of the petition to a person at their request shall not be considered distributing materials.

In addition, applicants for gathering signatures for petitions are subject to the following restrictions and requirements in order to be authorized to obtain signatures under this section:

- c. The activity of collecting signatures may not block stairways, walkways, entrances, and exits from buildings or roadways or otherwise restrict free movement on any of the campuses.
- d. The activity of collecting signatures may not involve intrusive activities such as accosting individuals or use of other similar aggressive, harassing, or threatening techniques.
- e. The activity of collecting signatures may not involve disruption of or interference with college instructional activities, other college business and/or campus events by noise or activity associated with the process used in collecting signatures.

Care of Designated Area

Participants are responsible for the cleanliness and order of the designated area following its use. The designated area should be left in the condition it was in before the activity. Any materials used must be removed from the designated area. Individuals or groups who damage or destroy College property shall be held responsible for such damage or destruction. This includes but is not limited to any damage to the campus buildings, sidewalks, lawns, shrubs, and trees.

College Policy and Procedure

The College reserves the right to restrict any individual's or group's use of the designated public forum if such use violates other College policies or procedures.

Sales and Fundraising

No commercial (or for-profit) sales may be conducted. Commercial sales, to include goods and merchandise, to students and staff on the College premises is forbidden except through the Bookstore or other College-approved organizations or agencies. The solicitation of funds to support any activity or cause not sponsored by the College or the Student Government Organization is also prohibited. Fundraising activities by students must be approved by the appropriate vice president.

The College prohibits alcohol-related advertising and promotions. It also bans any promotional sponsorship of campus events or activities by alcohol-related companies and businesses.

Solicitations within campus facilities by businesses as a means to recruit students for employment are an allowed activity provided that activity is approved by the College administration.

Assembly Security

The College reserves the right to charge individuals or groups wishing to use the designated public forum for additional security at a rate determined by the Rental of Classrooms and Facilities (External/Internal) Policy . The Director of Public Safety will determine the need for and the number of additional officers necessary to perform security functions during any public assembly event.

Posting of Materials

The general guidelines listed below apply to all non-College individuals and groups and to all College employees, students, groups, and departments.

- a. The intent of the guidelines is to help assure the safety of everyone on College grounds and to preserve and protect College buildings and grounds.
- b. College departments may post materials within their units with approval from their vice president and the Facilities Department. If departments want to post materials outside of their units, or want to request an exception to the general guidelines (i.e. directional signs, promotional materials, banners, etc.), department heads shall notify the vice president in advance for approval and work with that unit and the Facilities Department to assure that such materials are mounted, placed, and removed in a timely way.
- c. Materials, including but not limited to posters, flyers, pictures, signs, brochures, and all other materials of this nature, may be posted only on "General Use" bulletin boards and outdoor kiosks. Prior approval is required to post materials at these locations.
- d. Materials shall not be posted on College structures, including windows, doors, trees, refuse containers, utility poles, fountains, benches, walls, fences, or vehicles.
- e. Materials may not be placed on vehicles.
- f. All materials must clearly identify the group, organizations, or person responsible for producing and posting the materials, including the name of the contact person and direct contact information, such as email, address, and/or telephone number.
- g. Posters/flyers must not exceed 18" x 24" in size and only one poster per group/individual per event may be placed on a single general use bulletin board at any given time. Material must be fastened with tacks or staples (no tape or glue). When posting material, any material already displayed should not be removed or otherwise tampered with or defaced.
- h. Painting, drawing, and writing is not permitted on sidewalks or structures.
- i. The hanging (attachment) of banners is prohibited, except in consultation with the Director of Facilities and Projects.
- j. Writing signs, ads, promotions or placing drawings of a non-instructional nature on any classroom chalkboard or dry-erase board is prohibited.
- k. Materials posted pursuant to this policy that materially disrupt or interfere with the normal activities of the College shall be removed.

Removal of Materials

- a. Materials that are posted improperly will be removed promptly by College Facilities staff.
- b. The person or organization shall remove each of its signs not later than 30 days after posting or not later than 24 hours after the event to which each sign relates. The person or organization shall clean and remove any litter that results from the posting of its signs.
- c. No person shall remove materials posted in accordance with these rules without the authorization. The College is not responsible for material removed by unauthorized individuals.

Political Activity on Campus

All College employees have the right to free political expression and to participate, as individuals,

in politics or political campaigns.

College employees engaged in political activity shall make it clear that their actions are an expression of their own individual feelings and do not represent the College's position as an institution.

While employees are encouraged and expected to assume full citizenship responsibilities by taking an active part in issues, platform development, voting, etc., they shall do this as individuals and not during times they are expected to be performing College responsibilities.

As a public, tax-exempt organization, Cecil College is subject to certain restrictions concerning political activities. The College cannot participate or intervene in any political campaign in support of, or in opposition to, any candidate for public office, political party or any measure being voted upon in any special, primary or general election.

Cecil College values open discussion on important issues and supports the free exchange of varying political viewpoints. As such, the College provides opportunities to educate its students, faculty, staff and the community through candidate lectures, debates, voter information and other activities, as long as all legally-qualified candidates for public office are given equal access and an opportunity to speak and participate.

Currently elected officials are welcome and encouraged to visit the campus, as it relates to official (non-campaign) business of the offices they hold. These officials are asked to secure permission from the president or their designee before coming to campus. It is important for the College to disassociate itself from showing support or opposition to any person, party, or ballot measure. As such, the following disclaimer should be used for campus events that involve candidates or ballot measures:

This event is sponsored by _____. The use of Cecil College facilities for this event does not constitute an endorsement by the College. Cecil College does not endorse these candidates, organizations, ballot measures or any other candidates, organizations or ballot measures in connection with any election.

Employees - College employees are permitted and encouraged to participate freely, during non-work hours, in the political process. They are prohibited from using College resources, including email, computers, phones, photocopiers, etc., to endorse or oppose any candidate or political party. When working or speaking in support of, or in opposition to, a candidate, political party or ballot measure, employees must do so as private citizens and not, at any time or place, in their individual capacities as College employees. Employees are prohibited from wearing articles of clothing, hats or masks of a political nature during work hours.

All College employees have the right to free expression of political views; however, employment at Cecil College does require certain restrictions on such political activity. An employee shall not:

- A. Engage in political activity during times they are expected to be performing College responsibilities;
- B. Intimidate, threaten or coerce or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with the right of such person to vote, to make contributions, or engage in political activity as such person may choose;

- C. Obligate or pressure or attempt to obligate or pressure another employee to contribute, financially or otherwise, or to render political service to any candidate or political party;
- D. Seek or obtain or attempt to seek or obtain political contributions from subordinate employees.

Students - Student clubs and organizations are encouraged to participate in the political process. Activities, including voter registration, the promotion of voting and voting locations, compilation of voter records, circulation of questionnaires, hosted lectures and debates, and public opinion polls can be conducted. However, in order to maintain its tax status, the College cannot participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political candidate, political party, or ballot measure. If any student club or organization engages in an activity that could be perceived as partisan, the student club and organization must have its promotional materials for such an activity approved in advance by the Vice President of Student Services & Enrollment Management to ensure that any necessary disclaimers are included.

General Rules Governing the Use of Cecil College Facilities and Grounds

1. Cecil College does not allow political campaigns or groups working for or on behalf of political campaigns or candidates to reserve space on Campus, except as set forth in this policy and procedure.
2. Cecil College does not allow groups to reserve space on campus for intermittent or continuous periods that exceed 120 days.
3. Individuals, groups or organizations interested in using Cecil College Facilities or Grounds must submit for approval an event request through established College external/internal event request procedures.
4. If the College is closed due to an emergency situation or inclement weather, scheduled events will not take place. The College will consider rescheduling if feasible but reserves the right to cancel the event.
5. The rules governing use of the College's Facilities and Grounds will be applied evenly and consistently. Individuals, organizations, and groups will not be denied an opportunity to use Cecil College facilities or grounds based solely on any position or message they support.
6. Requests for space may be denied for a number of reasons to include, but are not limited to:
 - a) A College entity or group has already reserved the facility
 - b) The event is not related to the intended use of the College facilities requested.
 - c) The event request documents were incomplete or not completed within the time limits required
 - d) The proposed use is determined to be sufficiently similar to an event, class, or program offered by Cecil College that the College considers the use a duplication of that event, class, or program
 - e) The proposed use is likely to disrupt a class, athletic event, or other activity on campus
 - f) The proposed use is likely to provoke a breach of the peace, endanger the safety of members of the College and/or surrounding community, or is otherwise intended to incite violence
 - g) The individual, group, or organization has a history of failing to comply with the rules of Cecil College
 - h) The individual, group, or organization has failed to comply with the rules of other facilities related to the use of property

- i) The proposed use presents an unreasonable risk of a health, safety, of fire code violation
7. Facilities and Grounds must be used for the purpose specified in the event request documents/contract.
8. The sponsoring individual or group must provide supervision to ensure good order and adequate protection of College property, and is responsible for any property damages and/or personal injury that occur during the event. Failure to cover expenses associated with damages may preclude future use of Facilities or Grounds for any type of activity.
9. Smoking is prohibited in the Facilities and Grounds of Cecil College. A user's invitee who fails to comply with this policy may be directed by a representative of Cecil College to leave the property.
10. Food items or other food services may not be brought on campus or distributed at any event or activity except under very specific written approvals from the Supervisor of Events and Auxiliary Services.
11. No pets other than service animals for persons with disabilities are permitted in buildings on the College campus without express prior written consent.
12. Except as described in this Policy, users and invitees may not solicit students or employees, accept donations, dues or offerings or any other monies on Campus, engage in fundraising activities, or pass out handbills or flyers on campus.
 - a) Users may charge an admission or fee to attend an event if such use is specifically authorized in the event request documents/contract.
 - b) Groups registered through Cecil College's Human Resources and/or Student Services' career services may solicit students and/or employees in a manner consistent with their agreement with those divisions.
 - c) Users may engage in fundraising events if the event is co-sponsored by Cecil College.
 - d) The passing out of handbills or flyers may be authorized as a freedom of expression while not authorized through the reservation of Facilities and Grounds. The allowance of such may be determined by college officials.
13. In addition to the policy and procedures contained in these Guidelines, users must comply with all policies and procedures that may be posted in the requested space.
14. The sale or consumption of alcoholic beverages on the premises of Cecil College is strictly prohibited without a specific exception being made in writing through an approved Request for Permission to Serve or Sell Beer and Wine Form and included in the rental/property use agreement.
15. Generally, the use of sound amplification by any method will not be allowed. Specific situations will be reviewed when submitting the event request.
16. The event requestor will provide a Certificate of Insurance listing Cecil College as an additional insured in conformance with Cecil College's rental agreement.
17. Individuals, groups or organizations using Cecil College facilities or grounds must acknowledge that an authorized representative of the College can terminate the use if they determine that the user or the user's invitees violate the policies of Cecil College.
18. All users must enter into a Cecil College rental agreement.
19. Users are only permitted access to the areas covered in the reservation Agreement.
20. Users must terminate all activities on the property of Cecil College and have all individuals and property removed from College buildings, fields, courts, and grounds on or before the end time authorized in the approved event request documents/contract.
21. Users are not permitted to publicize an event at Cecil College until a fully ratified event request/contract approved by the appropriate designee is received by the authorized representative of the user.

22. Without approval of the President or a Vice President of Cecil College endorsing the proposed use as being sponsored by Cecil College, users are not permitted to include in any advertisement or publication, any language or College logo that suggests or implies that Cecil College sponsors or endorses the use or event.

Solicitation

Students

Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization must be approved in advance by the Vice President of Student Services and Enrollment Management.

Faculty and Staff

1. Any Solicitation or Commercial Solicitation requested by faculty or staff during work time must be approved by the employee's division Vice President.
2. Employees are expected to perform activities permitted under this policy and procedure on non-working time.
3. Employees may not solicit another employee during work time.
4. Distribution of literature or circulating petitions during work time or in work areas by college or noncollege personnel is also prohibited. It is inappropriate for staff with supervisory responsibility to solicit contributions or sale of products to subordinates.
5. Faculty or staff members who engage in non-approved solicitation activities are subject to disciplinary action commensurate with the violation in accordance with the College's Performance Management Policy.

Non-Profit Organizations

The College appreciates the work of charitable organizations and encourages employees and students to support or contribute to their mission. With the exception of events and activities sponsored by the Cecil College Foundation, organizations that wish to solicit charitable donations must be sponsored by a recognized student organization, faculty member or employee and obtain the approval of the appropriate division Vice President and the Vice President of Finance and Administration.

Non-Employees or Organizations

Non-employees or non-students may not engage in Solicitation or Commercial Solicitation (including distributing any kind of written or printed materials) on College property at any time unless an exception has been approved in advance by the appropriate Vice President and the

Vice President, Finance and Administration.

1. Door-to-door Solicitation or Commercial Solicitation is not authorized.
2. Solicitation in classrooms, labs, hallways, stairwells, the Library, and parking lots is prohibited.
3. The Non-Solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the College in compliance with other College policies (i.e, Sexual Discrimination and Harrassment Policy), provided such contacts are made with the consent of the College.
4. Non-employees or non-students who have not been authorized to enter College grounds for the purpose of solicitation shall be considered trespassers. Trespassers violating this policy who have no affiliation with Cecil College will be removed from College property, given trespass warnings not to return, and may be subject to arrest and prosecution.

Non-Compliance

All individuals and groups participating in expressive speech, outdoor assemblies, and distribution/petitioning are subject to sanction for failing to comply with these regulations or other College policies. Such sanctions may include payment of reasonable charges resulting from non-compliance, including, but not limited to, repairing; cleaning; painting; and/or replacement costs. College students, faculty, and staff may also be subject to institutional disciplinary or administrative action as outlined in the Student Code of Conduct and/or policies governing staff and faculty. Violations that require police intervention will be reported to the College Public Safety Department.

Improper actions in violation of this policy and procedures include but are not limited to:

- a. Disruption of, or interference with instructional activities, other College business and/or campus events;
- b. Actual or threats of physical violence, or other forms of harassment, or destruction/defacement of property;
- c. Interference with free entry to or exit from College facilities and free movement by individuals; and
- d. Interference with the rights of other members of the College community to freedom of speech or assembly or other rights.
- e. In the event of any of the foregoing or other improper actions by demonstrators, the Vice President or designee, in consultation with the Director of Public Safety, shall make a decision as to whether the demonstration should continue. In making this decision, the Vice President or designee shall consider any particular incidents that have occurred, the number of complaints, and the legitimacy of the complaints.
- f. If the Vice President or designee and Director of Public Safety determine that a demonstration involves unlawful or disruptive activities or is otherwise interfering with the rights of others, the Vice President or designee and Director of Public Safety shall make an effort, if possible, to end such activities by speaking directly to

those demonstrators who are engaging in the activities and requesting that such activities cease. If unlawful or disruptive activities continue, participants shall be informed that local authorities will be notified. The Public Safety Department is authorized to notify local authorities immediately in emergency situations when the safety of individuals appears at risk.