

BLINN COLLEGE ADMINISTRATIVE PROCEDURES MANUAL [DRAFT]

SUBJECT: Expressive Activities on Campus by
Students and Employees

EFFECTIVE DATE: July 31, 2015
REVISION DATE:

I. Statement of Purpose

- A. These procedures shall be interpreted in accordance with the free speech and assembly rights guaranteed by the United States Constitution and the Texas Constitution and in accordance with generally accepted concepts of academic freedom as followed nationally and at Blinn College. It is the purpose of these procedures to protect and enhance the free exchange of ideas in the College and on the College District campus. The primary function of a college is to discover and disseminate knowledge by means of research and teaching. To fulfill these functions a free interchange of ideas is necessary. It follows that this college must ensure the fullest degree of intellectual freedom and protect the opportunity of all members of the college community and their guests to exercise their intellectual freedom and protect their right to communicate with others in the college community. Academic freedom, the free flow of ideas, the right to speak, and the right to hear must be protected not only from censorship, but also from those committed to interfere with a speaker's presentation through acts of disruption. It is the responsibility of all members of the academic community to refrain from such conduct and the college shall apply appropriate sanctions under proper procedural safeguards to those who violate this obligation.
- B. The primary purpose of the facilities and grounds of Blinn College is to support educational mission and instructional programs of the college. The college also supports programs sponsored by college departments and organizations affiliated with those departments, as well as the professional and personal growth of students through participation in registered student organizations. In carrying out the college's educational mission, and as permitted by law, Blinn College reserves the right to impose reasonable, viewpoint neutral time, place, and manner restrictions on expressive activities but that allow for ample alternative means of communication. Members of the college community who engage in expressive activities are expected to demonstrate respect for the safety of persons and property and to allow for expression by those who may disagree with their message.
- C. These procedures apply to individuals and groups that are affiliated with the college (i.e., currently enrolled students, faculty, and staff). Separate rules govern activities by individuals and groups that are not affiliated with the college (e.g., alumni, visitors, vendors, businesses). (See Policy GF.) These procedures also do not apply to official college functions or college-sponsored activities, including activities related to instruction and classroom activities. Decisions to be made by college officials will be based on the guidelines set forth in this procedure and board policy, and will not be based on the viewpoint or opinions of the individuals who desire to engage in expressive activity.
- D. The district president, the vice president of student services, and other designated college representatives retain the authority to take such steps to stop conduct that materially disrupts or interferes with academic programs or administrative or business activities of the college or any program or activity conducted by or authorized by the college. Groups or individuals engaging in disruptive activities or failing to comply with these policies and procedures may face removal from the College District premises and other appropriate and lawful sanctions.

II. General Prohibitions

Students, faculty, and staff shall not:

- materially interfere with the free entry to or exit from a building, structure, or facility;
- materially interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
- deny the use of offices or other facilities to students, faculty, staff, or guests of the college;
- threaten or endanger the physical safety of any person on the premises of the College District;
- force material on an unwilling recipient;
- engage in conduct that is likely to result in damage to or destruction of property or to cause disruption in utilities;
- 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; or

- attempt to prevent a college event or other lawful assembly by the threat or use of force or violence.

Expressive activities or conduct, including display of posters or distribution of literature (see DGD, FLA, FLAA and GF), shall not:

- be obscene;
- be defamatory or libelous;
- constitute “fighting words”;
- seek to direct, incite, or produce imminent lawless action;
- promote commercial products or services and/or constitute commercial solicitation;
- violate copyright or trademark law (see CT and administrative procedure);
- constitute unlawful harassment as defined by state or federal law (see DIA and FFD); or
- promote underage drinking or unlawful use of controlled substances (see DH, DI, FLB, FLBE and GFA).

If an activity is or becomes disruptive, the college may take action to stop or minimize the disruption. When responding to or managing disruption, college administrators and law enforcement personnel shall not consider the viewpoint of the individuals allegedly causing the disruption or the viewpoint of those reporting disruption.

III. Definitions

Amplified sound: the use of any loudspeaker, loudspeaker system, sound amplifier or any other machine or device that produces, reproduces, or amplifies sound (i.e., volume is increased by electric, electronic, or other mechanical means). The term includes bullhorns and microphones. Shouting, group chanting, and acoustic instruments are not considered amplified sound but are subject to the general rules on disruption.

College: Blinn College District and any of its campuses, buildings, and grounds.

College department: Any academic or nonacademic unit or division or any other official college entity.

College grounds or premises: Any college owned or leased property, including parking lots, lawns, and sidewalks.

Commercial activity: The selling or solicitation of objects or services by an individual, organization, or company for personal gain or for the financial benefit of owners or investors. (see DBD, FI and GE)

Distribution of literature: The distributing, posting, circulating, offering, or selling of printed materials, pamphlets, photos, pictures, audio or visual recordings, or tangible objects. The term includes a stationary display in which items are available for pick-up. (see DGD, FLA, FLAA and GF) The term excludes official college functions and college-sponsored events and activities, including academic activities pertaining to a course.

Event: An activity or gathering that occurs in a specific location during a designated period of time.

Expressive activity or conduct: Communication of a message, viewpoint, or idea, whether written, oral, or visual, to a member of the public.

Non-profit group: A group whose purpose is to serve a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors. The term includes, but is not limited to, registered student organizations, public charities, religious organizations, organizations that have obtained a non-profit designation by the Texas Secretary of State, and organizations exempt from federal income tax. (see FI, GE and GF)

Non-college or off-campus person or organization: Any person, organization, or business that is not a Blinn College student, faculty member, or staff member and that is not a Blinn College department or unit, registered student organization, or faculty or staff organization.

Organized expressive activity or conduct: A rally, assembly, march, parade, demonstration, protest, procession, memorial, sit-in, or other public gathering that involves 21 or more individuals and that is intended to convey or communicate a message, viewpoint, or idea. The term excludes official college functions and college-sponsored activities and events.

Official College event or activity: Any event, program, or activity sponsored by a college department or division in the course of fulfilling its college mission, activities that occur within the classroom, or events that occur within the regular or recurring sphere of activity of a college department or division.

“Outdoor common areas of the College District” is defined as the grassy areas, plazas, walkways, or other similar common areas owned or controlled by the District.

Registered student organization: A student organization officially registered with the office of student life. (see FKC)

Student: A person who is currently enrolled in one or more credit or non-credit classes at the college or who is authorized to audit a course.

IV. Gatherings in Outdoor Locations

- A. Except as may be provided elsewhere in these procedures and in board policy, all currently enrolled students, faculty, and staff may engage in expressive activity, distribute literature, gather signatures for petitions, or carry signs in outdoor common areas of the college between the hours of 8:00 a.m. and 10:00 p.m. No prior notice or approval is required. However, if the gathering is reasonably projected to attract or involve 21 or more people, then the requirements in Section IV.C also will apply.
- B. The following rules shall apply to all expressive activities:
- Amplified sound is not permitted except as provided in Section V.
 - Literature must be hand-held and must be distributed person-to-person and not from a table. Individuals who wish to use a table and/or chairs or similar items must follow the procedures in Section VII.
 - Literature must not be forced upon others by prolonged or repeated contact with persons who have declined the literature.
 - Hand-held signs may not be used in a collective manner to blockade others or to block others' view or safe passage through campus.
 - The free flow of pedestrian, vehicular, or other traffic must not be obstructed at any time. At all times pedestrians shall be given sufficient space to safely maneuver around individual(s) offering literature or material without having to leave a walkway or area designated for pedestrian traffic.
 - Individuals who desire to communicate a message, viewpoint, or idea by walking or marching in unison may do so but shall refrain from interfering with the free use of sidewalks, streets, and walkways. Pedestrians shall be given sufficient space to safely maneuver around the group without having to leave an area designated for pedestrian traffic.
 - Entrances and exits to buildings and facilities, including steps and landings leading to doorways, shall not be obstructed. Pedestrians shall be given sufficient space to safely and directly enter or exit a building.
 - Individuals shall stand at least 15 feet away from building exits and entrances of libraries, live animal facilities, and health facilities.
 - Literature shall not be placed on vehicles in a parking lot without the permission of the owner of the vehicle.
 - Individuals distributing literature shall make a reasonable effort to retrieve and remove leftover or discarded copies of materials after the distribution has ended.
 - The sound emanating from an activity shall not replicate gunfire, explosions, or sirens.
 - Glitter and confetti are not permitted.
 - Fireworks are prohibited.
 - Use of fire is prohibited
 - Camping is not permitted on campus.
 - The noise generated by the activity shall not substantially disrupt classes in session or other college operations or other scheduled activities.
 - When reasonably necessary to avoid likely confusion, literature distributed by registered student organizations on campus must contain a disclaimer or notice that states that the literature is not official.
 - Organized expressive activities are not allowed during final examination periods.
 - Unforeseeable security needs that divert security personnel to other events unrelated to the displaced expressive activity, terror alerts, inclement weather, and other emergencies may affect the availability of spaces that would otherwise be routinely available.
- C. If the activity is reasonably projected to attract or involve 21 or more people, then the following additional rules will apply. The purpose of these requirements is to enable the college to efficiently allocate resources; to manage conflicting activities or to reschedule other events if necessary; and to assign campus officers, maintenance staff, and other staff as needed to maintain safety, order, and cleanliness.

1. **Activities involving 21 to 50 people:** If a gathering is reasonably anticipated to involve between 21 and 50 people, no notice, reservation, or pre-approval is required, provided the activity is held in a designated free speech and assembly area. These areas are indicated on Appendix A (Brenham campus) and Appendix B (Bryan campus). Although no notice is required, activity planners are encouraged to consult with student services staff to avoid scheduling conflicts and to discuss security, parking, and related logistics.
2. **Activities involving more than 50 people:** Individuals who are organizing or planning events or activities that will involve, or that are reasonably projected to involve more than 50 individuals (including participants and spectators) must give at least 24 hours' advance notice, and the activity shall take place in a designated free speech and assembly area (indicated on Appendix A and B), except as otherwise allowed under Sections IV.C.3 and VII below.

Notice may be given in person to the assistant director of student clubs and activities, director of student leadership & activities, **or** Blinn police department between the hours of 8:00 a.m. and 4:30 p.m. Notice also may be given via email; if email is used, the individual giving notice must send the notice to the police department **and** to the assistant director of student clubs and activities **or** the director of student leadership & activities. The notice shall include the time and location of the event, the name and contact information of the student or employee who is giving notice of the event, and the number of anticipated participants and spectators. If the area in question is already under prior reservation for the same day and time, a college official will inform the individual as promptly as possible that the location is not available. The official shall identify other outdoor areas that are available that day for the activity or event.

- a. **Exception for spontaneous organized expressive activities in response to breaking news:** In the event of breaking events or news and a desire by students or employees to gather in response to it on the same day or the day immediately after it has occurred, the students or employees must give two hours' advance notice rather than 24 hours advance notice. Additionally, the gathering must take place at the grassy area near the E and D parking lots (Bryan campus) or at the flagpole area in front of the Student Center (Brenham campus).
3. **Reservations available:** A registered student or employee organization may reserve an area identified on Appendix A or B in accordance with the procedure in Section VII. A registered student or employee organization that proposes to reserve a location other than the areas designated in Appendix A and B also shall use the procedure in Section VII. A registered student organization or faculty or staff organization that properly reserves an area in advance under Section VII has the right to the reserved space for the time covered by the reservation. Other persons or organizations using the same space without a reservation must yield the space promptly at the beginning of the other group's reserved time.

Contact information:

Assistant Director of Student Clubs and Activities

Daniel Byars-daniel.byars@blinn.edu; 109-01 Student Center, Brenham Campus

Director of Student Leadership & Activities

David Michener-davidg.michener@blinn.edu; 113 Student Center, Brenham Campus

Police Chief

Craig Wiesepape-craig.wiesepape@blinn.edu; 135 Student Center, Brenham Campus

- D. Students, faculty, and staff, including a registered student organization or employee organization, may not sponsor an event or activity on campus with an off-campus/non-college person or organization unless (1) the individual or organization operates in a non-profit manner; (2) no commercial solicitation or for-profit activity occurs; and (3) the campus organization maintains primary responsibility for planning, staffing, and managing the event. A registered student organization or employee organization may invite an off-campus guest speaker in accordance with Section VII.

V. Amplified Sound for Expressive Activities

In the areas identified in Appendix A and B, registered student groups and faculty and staff organizations may use amplified sound between the hours of 8:00 a.m. and 9:00 p.m. Advance permission is required so that the college may effectively manage potentially conflicting events and uses. Only portable, handheld amplification devices are permitted. Amplified sound is not permitted during final examination periods.

For groups desiring to use amplified sound that must reserve a particular area at a particular time under these procedures, reservations shall be made with the director of student leadership & activities' office at least three business days in advance but no more than 90 days in advance. The director or designee shall review the application within two business days. A properly completed application that complies with these procedures will be approved unless (i) another event or exhibit has been scheduled for the proposed time and location or so near that time there is a practical conflict; (ii) the proposed use would constitute an immediate and actual danger to students, faculty members, or staff members or to the peace or security of the college that available law enforcement officials could not control with reasonable effort; (iii) the student is under suspension or expulsion or is under a current disciplinary sanction for a previous violation of these procedures or related Board policy; and (iv) the student owes fines or fees related to prior activities under these procedures and has not paid them.

Additionally, to ensure that each registered student group or faculty or staff organization has reasonable access to areas permitting amplified sound, the director of student leadership & activities may take into consideration the number or frequency of instances that groups proposing events requiring amplification for the same area at the same time have respectively had during the current scholastic year. In all cases, efforts to accommodate competing events shall be made by offering other equivalent outdoor areas that are available that day for the activity or event.

If the applicant's request is denied, the director or designee shall provide a written explanation. The applicant may appeal in writing to the vice president of student services. The vice president or designee will render a decision as promptly as possible (within three business days) after receiving an appeal. The decision shall be communicated in writing.

VI. Posters and Signs

A "sign" is a billboard, banner, notice, placard, poster, picket, or other similar platform that communicates a message and that is carried or hand held. A "post" or "posting" is a method of displaying a sign in a fixed location. All signs must comply with the prohibitions listed in Section II of these procedures.

A. Pre-Approval Not Required

Students and employees engaged in expressive activities may display signs by carrying them in areas authorized by these procedures. No pre-approval or permit is required. If a person handles a sign in a manner that violates these procedures, an authorized college official may warn the person of the violation. If the violation persists, the official may confiscate the sign. Alternatively, the person may agree to remove the sign from campus.

Students who live in dormitories are permitted to post posters on the doors of the rooms to which they are assigned. Signs cannot be larger than 22" x 28" inches or cover up a room number.

The college maintains certain outdoor community bulletin boards or kiosks for use solely by registered student organizations and faculty and staff organizations for non-commercial purposes. No advance permission is required. No poster may be larger than 11 inches by 17 inches. For bulletin boards reserved solely for registered groups, posters must identify the group that is sponsoring the sign. No posters may be posted on top of a properly posted sign. Each group may be limited to posting no more than two posters on the same bulletin board or kiosk at the same time if there are more organizations wishing to use that bulletin board or kiosk than there is bulletin board or kiosk space to accommodate them. Each poster must provide the date that it was posted unless the poster contains the date of the event being promoted. No poster advertising an event may be posted more than 14 days before the event. A poster must be removed after 14 days or one day after the conclusion of the event, whichever is earlier. The director of student leadership & activities or designee may remove any poster that does not comply with these rules.

B. Pre-Approval Required

1. Registered student organizations and faculty and staff organizations

Registered student organizations and faculty and staff organizations may request to post notices on indoor college bulletin boards. College bulletin boards are in limited quantity and are not designated for free expression. Such postings shall not exceed 16" x 20" inches and shall comply with the prohibitions in Section II of these procedures. The content of such postings shall be restricted to the promotion of events and activities sponsored by recognized organizations, including membership drives. Such postings shall not promote the underage use or misuse of alcoholic beverages or the unlawful use of controlled substances. Student requests to post shall be approved or not approved by the department maintaining the bulletin board within three business days based on the viewpoint-neutral standards in this policy and administrative procedures. Notices approved for posting shall be stamped by the department approving the posting. The organization shall remove each posting not later than 14 calendar days after posting or, if it relates to an event, not longer than 48 hours after the event to which it relates has ended.

2. Student government candidates

Students who are candidates for student government officer may post in grassy areas on campus during the 14 days prior to a student election. No more than two postings are permitted per lawn per candidate. Postings shall not interfere with shrubs, flowers and similar ornamental plants, or sprinklers. Approved signs shall not be attached or posted:

- to shrubs or ornamental plants;
- to a tree (except by string tied around the trunk);
- to a permanent sign installed for another purpose;
- to cover another sign;
- to a fence or chair or its supporting structure;
- to a brick, concrete, or masonry structure;
- to streetlights or utility poles;
- on or adjacent to a fire hydrant;
- between a curb or sidewalk; or
- in a Blinn College building, except on a bulletin board designated for that purpose.

Postings may not interfere with safety signage or traffic lights, block sidewalks or fire hydrants, impair visibility for drivers, or pose a substantial safety risk. Postings may not be attached with nails, glue, or adhesive tape.

Before displaying a post, the student government candidate must submit a copy, photograph, or description of the proposed posting along with the dimensions and composition (wood, paper, metal, etc.) to the coordinator of student clubs and activities or designee. The coordinator may consider whether the proposed posting complies with the location, size, and posting restrictions and whether the posting complies with Section II of these procedures. If necessary, the coordinator will provide a written notice suggesting corrections that will bring the posting within compliance. The applicant may appeal these suggestions in writing to the director of student leadership & activities. The director or designee will render a decision within three business days after receiving an appeal. The decision shall be communicated in writing.

VII. Reservation of Outdoor Space

The areas that may be reserved are identified on the Brenham and Bryan campus maps below. No area may be reserved for more than 8 hours in a 24-hour period if there are competing requests for the same area at the same time. No student or employee may reserve a space or facility on campus for the use of a non-registered organization or off-campus group or person.

A student or employee that would like to reserve an outdoor campus area not identified in Appendix A or B may use this procedure to propose an alternate location.

A. Application Process

Forms are available from the office of the coordinator of student clubs and activities and the office of the director of student leadership & activities. Reservations are accepted on a first-come, first-served basis; however, college-sponsored events will have first priority. Requests for reservations in an area designated in Appendix A or B must

be submitted at least three business days in advance of the planned event but no more than 90 days in advance of the planned event. Proposals to reserve a location not designated in Appendix A or B must be submitted at least four business days in advance. Groups should build in ample event planning time for routing of paperwork. An application is "received" for purpose of this section if it is actually received between the hours of 8:30 a.m. and 4:00 p.m. Requests for reservations may be sent via email, but such reservations are not considered "received" until opened, though for purposes of processing competing applications as set forth below for the same location at the same or conflicting times, the time an email is sent controls. If a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times, a neutral, random method will be used to fill requests. All applications actually received between 8:30 a.m. and 4:00 p.m. on the same day will be eligible for selection using the neutral, random method.

The coordinator of student clubs and activities or designee will approve or deny the application within two business days of receiving the application. If an application is denied, the coordinator shall provide a written explanation. Applicants must supply the following information:

- Date of application;
- Proposed date(s) of the expressive activity;
- Proposed start and finish times;
- Proposed location;
- Name of the activity;
- Anticipated attendance;
- Description of type of expressive activity(e.g., speech, rally, display, literature distribution, including dimensions of any display or exhibit);
- Campus sponsoring organization name, if any;
- Contact person name, address, phone number, and email address; and
- Applicant's signature.

An application may be denied for the following reasons:

- the applicant failed to supply requested information on the application;
- the requested space is not available because it has already been reserved;
- the application contains a material misrepresentation of fact;
- the applicant is ineligible due to a previous violation of these regulations within the previous 6 months that either was not appealed or as to which an appeal has been denied;
- the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
- the proposed use is not a suitable location because the design or dimensions of the display will substantially interfere with pedestrian access, traffic flow, or public safety;
- the proposed use conflicts with previously scheduled activities and events in the same area;
- the proposed activity is commercial in nature;
- the student is under suspension or expulsion or is under a current disciplinary sanction for a previous violation of these procedures or related Board policy;
- the student owes fines or fees related to prior activities under these procedures and has not paid them; or
- an off-campus individual or group is an unauthorized sponsor or co-sponsor of the activity in violation of Section IV.C above. (see FLAA(LOCAL))

The decision to grant or deny a reservation will not be based on the content or viewpoint of the organized expressive activity or upon the expected reaction of others to the activity.

If the applicant's request is denied, the applicant may appeal in writing to the vice president of student services. The vice president or designee will render a decision as promptly as possible (within three business days) after receiving an appeal. The decision shall be communicated in writing.

In the event a request is denied due to space limitations or other conflicting events, the coordinator of student clubs and activities or designee shall offer an alternate location to the applicant if an alternate location is available and satisfies the other requirements of these procedures.

B. Relocation of an Event

The campus administration may reschedule a scheduled event or move a scheduled event to a different location upon the occurrence of:

- circumstances beyond the control of the college, such as facility infrastructure disruption and/or inclement weather;
- substantial changes in the needs or size of the scheduled event;
- unforeseeable change in the need of the college to use of the space for college purposes; or
- a campus disruption that requires the cancellation of other campus events.

The administration will consult with the organizer of the scheduled event to consider other feasible locations or reschedule the event.

C. Guest Speakers

Recognized student and employee organizations may present a guest speaker to give a speech, to lead a discussion, or to give a performance in a fixed location for a fixed period of time. The name of the speaker and nature of the event shall be identified on the application for space. The guest speaker shall comply with the rules in Section II. The guest speaker may distribute literature to those in attendance but only during the time immediately before or after the speaker's presentation, and a representative from the sponsoring student or employee organization must be in attendance at all times. When necessary to avoid likely confusion, the group that presents the guest speaker must make it clear to those in attendance that the group invited the guest speaker, not the college, and that the views expressed by the guest speaker are his or her own.

VIII. Reservation of Indoor Space

The buildings, classrooms, libraries, and facilities owned or controlled by Blinn College are not a traditional public forum open for assembly, debate, demonstrations, or similar activities by members of the general public or by students or employees of the college. The space and facilities of the college are intended primarily for the support of the instructional programs of the college and for the support of programs conducted or sponsored by the college's academic and administrative departments or organizations affiliated with those departments. The responsibility of the college to operate and maintain an effective and efficient institution of higher education requires the college to regulate the time, place, and manner of assembly, speech, and other expressive activities inside the buildings of the college.

A. Authorized Uses

Blinn College permits registered student organizations to reserve a meeting room or a table and chairs in certain designated areas of certain campus buildings for activities germane to the purpose of the organization. Authorized uses include meetings, lectures, workshops, distribution of literature to promote a college event, membership recruitment, and receptions.

Designated indoor sites available for reservation are as follows:

- Student centers in Brenham and Bryan
- Libraries in Brenham and Bryan
- Day rooms in residence halls
- Gymnasiums
- Rankin Agriculture Complex

Recognized student and employee organizations may present a guest speaker to give a speech, to lead a discussion, or to give a performance in a fixed location for a fixed period of time. The name of the speaker and nature of the event shall be identified on the application for use of space. The guest speaker shall comply with the rules in Section II. The guest speaker may distribute literature to those in attendance but only during the time

immediately before or after the speaker's presentation, and a representative from the sponsoring student or employee organization must be in attendance at all times. When necessary to avoid likely confusion, the group that presents the guest speaker must make it clear to those in attendance that the group invited the guest speaker, not the college, and that the views expressed by the guest speaker are his or her own.

B. Restrictions on Use of Space

Members of the registered student organization that have reserved an information table or booth must tend the table at all times during the reservation, except for reasonable meal or restroom breaks. The table or booth must have a sign, not exceeding 22 inches by 28 inches, that identifies the organization sponsoring the table. Tables may not be moved and must remain in the location designated by the college. Under no circumstances may any stationary display, exhibit, or structure use candles or fire, or present any other significant safety hazard or threat to public safety. Amplified sound is not permitted inside a campus building, and displays and structures may not emit amplified noise. The noise generated by the activity shall not materially disrupt classes in session or other college operations or scheduled activities in the area. Glitter and confetti are not permitted. At all times pedestrians shall be given sufficient space to safely maneuver around the individual(s) offering literature or material.

In the case of a room reservation, a member of the registered student organization must keep an accurate count of event attendance to ensure compliance with maximum room capacity.

The registered student organization must notify the student life office as soon as possible if a scheduled indoor event is going to be cancelled, to prevent campus staff from engaging in unnecessary room set-up or preparation, and to ensure that other groups may have the opportunity to use the space.

At the conclusion of the reservation, the registered student organization is responsible for removing personal items and trash generated as a result of the activity. Students or student organizations that damage college equipment, furniture, fixtures, walls, flooring, or windows may be required to pay for the cost of repair or replacement, and they may forfeit the right to reserve campus facilities in the future.

C. Space Availability

To ensure that all eligible groups have reasonable opportunity to reserve space, each registered student organization may be limited to a maximum number of advance reservations per month in any month where there are more advance reservation requests than there is time and space to accommodate them. Eligible individuals or groups may inquire with the coordinator of student clubs and activities about same-day availability beginning at 8:30 a.m. If the designated space has not been reserved, then a request for same-day usage can be submitted and will be accepted on a first-come, first-served basis.

D. Application Process for Indoor Space

Eligible individuals or organizations may request the use of indoor space by completing a request form. Forms are available at the offices of the coordinator of student clubs and activities, the director of student leadership & activities, and the vice president of student services. Applicants are encouraged to plan their activities in advance for the most popular locations. Reservations must be made at least three business days in advance of the planned event but no more than 90 days in advance of the planned event. Reservations are accepted on a first-come, first-served basis. A request form is "received" for purpose of this section if it is actually received between the hours of 8:30 a.m. and 4:00 p.m. Reservations may be sent via email, but such reservations are not considered received until opened. In the event of conflicting requests seeking to reserve the same location at the same or conflicting times, a request form will be selected using a neutral, random method.

The coordinator of student clubs and activities or other designated official will approve or deny a requested reservation in writing within two business days of receiving the application. Applicants must supply the following information:

- Date of application;
- Proposed date(s) of the reservation;

- Proposed start and finish times;
- Proposed location;
- Name of the activity;
- Anticipated attendance;
- Description of the activities planned and the dimensions of any display or exhibit;
- Campus sponsoring organization name, if any;
- Contact person name, address, phone number, and email address; and
- Applicant's signature.

An application may be denied for the following reasons:

- the applicant failed to supply requested information on the application;
- the requested space is not available because it has already been reserved;
- the application contains a material misrepresentation of fact;
- the applicant is ineligible due to a previous violation of these procedures within the previous 6 months that either was not appealed or as to which an appeal has been denied;
- the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
- the proposed use is not a suitable location because the design or dimensions of the display will substantially interfere with pedestrian access, traffic flow, or public safety;
- the student is under suspension or expulsion or is under a current disciplinary sanction for a previous violation of these procedures or related Board policy;
- the student owes fines or fees related to prior activities under these procedures and has not paid them;
- the proposed use conflicts with previously scheduled activities and events in the same area; or
- the proposed activity is commercial in nature.

Additionally, the campus administration may move a scheduled event to a different location upon the occurrence of:

- circumstances beyond the control of the college, such as facility infrastructure disruption and/or inclement weather;
- substantial changes in the needs or size of the scheduled event; or
- subsequent disruption to previously scheduled college events.

Additionally, because the academic programs of the college take priority over any other use, a reservation may be cancelled due to unanticipated changes in the needs of the academic program. The administration will consult with the organizer to consider other suitable locations for the event.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the organized expressive activity or upon the expected reaction of others to the activity.

If the applicant's request is denied, the applicant may appeal in writing to the vice president of student services. The vice president or designee will render a decision as promptly as possible (within three business days) after receiving an appeal. The decision shall be communicated in writing.

IX. Identification

Faculty, staff, and students must produce upon request his or her college identification or other objective proof that the faculty member, staff member, or student is currently affiliated with the college. As permitted by Section 51.209 of the Texas Education Code, it shall violate these regulations for any person who is in or on any property owned or controlled by the college to fail to identify himself or herself in response to a request by an institutional representative. For the purpose of this section, a person identifies himself or herself by:

- giving his or her name and complete address substantiated by a current driver's license, voter registration card, or other official documentation; and
- stating truthfully whether he or she is a student or employee of the college.

An "institutional representative" is any member of the board of trustees; any college administrator or manager; or any peace officer or security officer of the college acting pursuant to authority of Texas law. Any person who refuses to properly identify himself or herself in accordance with this regulation may be required to leave the premises.

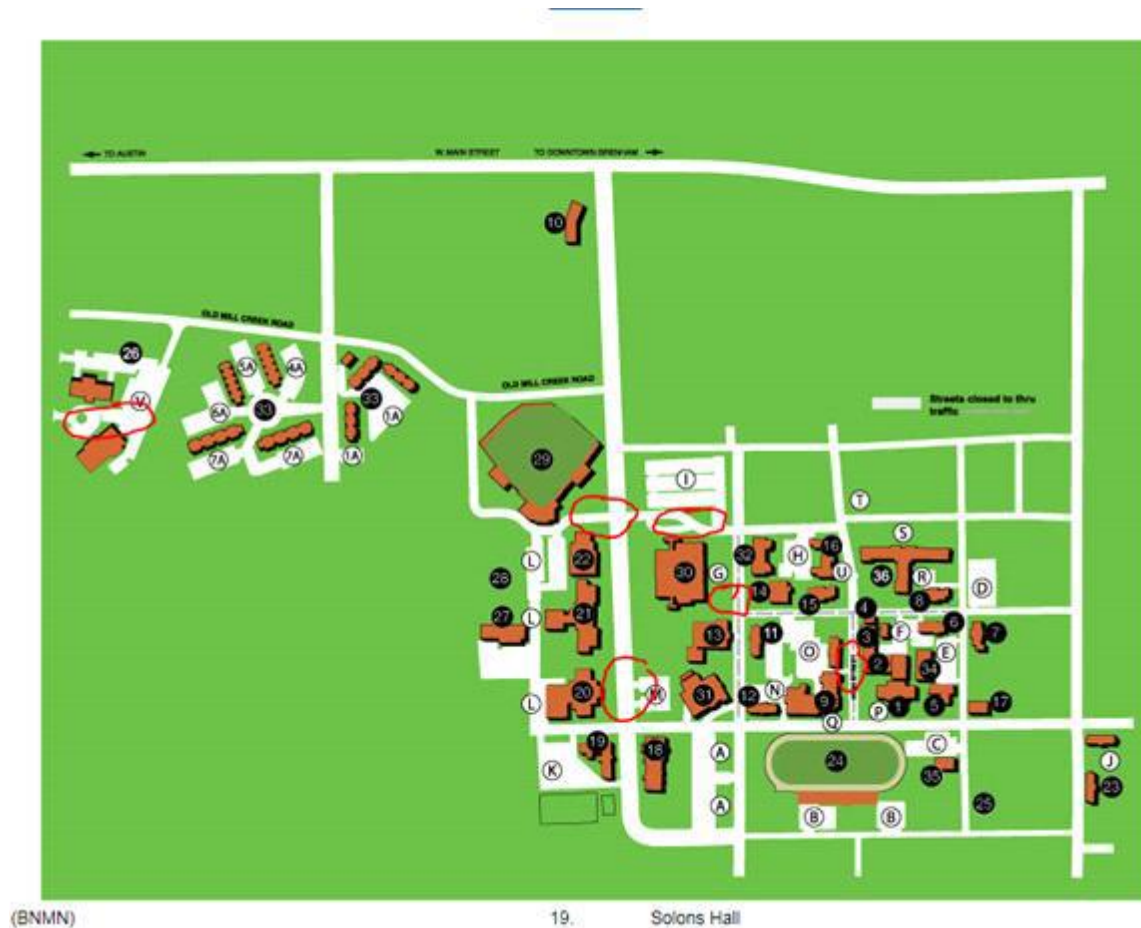
Board Policy References:

CT-Intellectual Property
DBD-Employment Requirements and Restrictions-Conflict of Interest
DG-Employee Rights and Privileges
DGD-Employee Rights and Privileges-Employee Use of College District Facilities
DH-Employee Standards of Conduct
DI-Employee Welfare
DIA-Employee Welfare-Freedom from Discrimination, Harassment, and Retaliation
FFD-Student Welfare-Freedom from Discrimination, Harassment, and Retaliation
FI-Solicitations
FKC-Student Activities-Registered Student Organizations
FLA-Student Rights and Responsibilities-Student Expression
FLAA-Student Expression-Student Use of College District Facilities
FLB-Student Rights and Responsibilities-Student Conduct
FLBE-Student Conduct-Alcohol and Drug Use
GE-Advertising and Fund-Raising
GF-Community Use of College District Facilities
GFA-Community Use of College District Facilities-Conduct on College District Premises

Administrative Procedure References:

Blinn Photo Identification (ID) Card
IT Resources and Copyright Infringement
Quiet Hours and No Loitering
Tobacco Use

Brenham Campus Map



Brenham Speech and Assembly areas:

1. Flagpole area of Rankin Ag Center
2. Corner of Blinn Boulevard and baseball field (behind first base dugout)
3. Flagpole area in front of the Student Center
4. Area between the Student Center and Gym
5. Area in front of library (corner of Blinn Boulevard and College Avenue)
6. Area in front of Administration Building along Green Street

Bryan Campus Map



Bryan Speech and Assembly Areas:

1. In front of Barnes and Nobles Bookstore and toward the CPC building
2. Grassy area out by street near the E and D parking lots
3. Area between the G, E, and H buildings
4. Area between the S, L, and A buildings
5. Between the A building and the new portable building