

Use of Facilities

1. Purpose
2. Bulletin Boards and Postings
3. Campus Activities
 - 3.1 Contracts for Student Activities
 - 3.2 Fund-Raising
4. Political, Social, and Commercial Activities
 - 4.1 Solicitation and Distribution of Literature in Public Areas of Campus
 - 4.2 Freedom of Expression and Assembly
 - 4.3 Speech Activities
 - 4.4 Organized Student Demonstrations
 - 4.5 Political Events
 - 4.6 Student Center, Tables
 - 4.7 Student Center Conference and Meeting Rooms
5. Commercial Activities on Campus
6. Scheduling
7. Speakers
8. Limitation or Denial of Use of College Property
9. Appeals

Purpose

Freedom of speech, expression, and assembly are fundamental rights of all persons and are central to the mission and purpose of Keene State College. The College recognizes that free inquiry and free expression are indispensable components in the examination of ideas and academic freedom. Students, faculty, and staff are free to express their views, individually or in organized groups, orally or in writing, on any topic, subject only to rules necessary to preserve the equal rights of others and the functions of normal College operations. In scheduling use of College facilities, the College will not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement and administration of these rules or otherwise.

This policy is enacted to:

- To establish a consistent and equitable approach for handling scheduling requests and for assessing reasonable fees for the use of College facilities; To facilitate access to facilities for both internal and external groups;
- To address legal and financial issues pertinent to facility use; and
- To offer consistent quality, service, and support for events held on campus.

Bulletin Boards and Postings

The College recognizes the right of the College community to post materials expressing opinions or information about upcoming events in designated areas. College organizations, College groups, or members of the College community may post items if the following guidelines are followed:

1. The College shall designate appropriate bulletin boards or posting areas in each of the buildings on campus.
2. All postings announcing events, meetings, workshops, etc., must include the name and contact information for the organization and shall be removed by the College organization, College group, or member of the College community within 24 hours after the activity. A statement concerning accessibility accommodations should be included on the posting with a contact.
3. Items posted outside of the designated areas may be removed by an authorized College representative.

4. The College organization, College group, and/or member of the College community posting items outside of designated areas or defacing College property will be subject to disciplinary or administrative action by the College, including costs for removal and restoration of the area, unless they have gained prior approval from the Dean of Students.
5. Any unauthorized individual(s) removing, defacing, or otherwise tampering with posted items in designated areas may be subject to disciplinary or administrative action by the College.
6. Members of the College community who believe that items are posted contrary to this policy should not remove or otherwise interfere with the item, but should report their concern to the Dean of Students.
7. All organizations not affiliated with the college community shall post promotional materials in appropriately identified locations. The promotional materials must clearly state the name of the sponsoring organization as well as a telephone number if further information is desired. Use of the name "Keene State College" or the College's logo must be approved by Marketing and Communications prior to posting. If alcohol is to be present at any event, it cannot be published on the promotional materials as such. "Refreshments will be served & proper ID is required" is acceptable.
8. Students/organizations seeking to have materials (flyers, advertisements, etc.) posted in the residence halls must get approval from Community Living .

Campus Activities

Recognized student organizations may sponsor student activities. A student organization sponsoring an event should reserve the facility for the event with the Scheduling Office at least seven working days prior to the function (For event planning information, refer to the Student Organization Handbook). An event scheduling form must be completed and co-signed by the organization's Advisor. Any special requirements for the event should be noted on this form.

If the on-campus event being sponsored involves the consumption of alcohol, an alcohol form must be obtained from the Scheduling Office at least four weeks prior to the event. (For residence hall functions, refer to [Residence Hall Policies](#) section. Also see Political, Social, and Commercial Activities section below.)

The Student Center, in conjunction with the Department of Campus Safety, will determine those functions at which security is required. Campus Safety will facilitate employing police officers for the organization, the cost may be charged to the sponsoring organization. All College policies are in effect regardless of the location of the event(s), whether on campus or off campus. The privilege of College recognition for a student group carries with it the requirement to comply with College policy, state, and federal laws anywhere an event is being held.

Contracts for Student Activities

All contracts solicited by any student organizations, whether they include a professional fee or not, must be submitted at least seven days in advance for the approval of the Student Center and the signature of the Business Administrator. No other persons are authorized to sign contracts. This is for the protection of students, performers, and the College. Questions about planning activities and programs should be directed to the Coordinator of Student Activities.

Fund-Raising

Fund-raising projects are those activities undertaken by any recognized student organization to raise money to support its own activities or those of its members. The sale of newspaper and program advertising is specifically excluded from these guidelines.

1. Tax-free status of student organizations officially recognized by Keene State College is conferred upon those groups by virtue of their official tie to the College. They therefore use Keene State College's IRS tax exemption designation in substantiating their tax-free status, which can be obtained from the Office of Development.
2. In order to protect both the College and the student organizations themselves, the organization must seek institutional approval of their fund-raising projects by filling out a Fund-Raising Form before undertaking to raise money.

The Student Center will have authority to review, approve, monitor, and when necessary, place restrictions on all fund-raising activities of student organizations.

Political, Social, and Commercial Activities

Solicitation and Distribution of Literature in Public Areas of Campus

Literature may be distributed on College property subject to the following provisions:

On College grounds, individuals and Keene State College community members may distribute literature provided that:

- The free flow of traffic (pedestrian or vehicular) at any point is not obstructed
- Distribution of literature activities shall be passive in nature and conducted between 8 a.m. and 10 p.m. Literature is not placed on vehicles parked on campus
- Tables or displays used to facilitate distribution do not block walkways or entrances to buildings. Tables or displays must be attended to at all times by the individual or group sponsoring the distribution
- All individuals/organizations shall refrain from littering in the area
- The distribution of literature does not interrupt or interfere with educational or instructional activities or individuals who are engaged in the daily conduct of College business
- Areas on campus not open to the activities described above shall include, but not be limited to, classroom and laboratory buildings, libraries, conference rooms, the residence halls, the gymnasium, and faculty, staff, or student offices.
- Free speech, solicitation, and distribution of literature shall not be permitted if it is determined that they threaten public safety or public property, or if they disrupt or threaten to disrupt vehicular traffic, pedestrian traffic, or any educational, administrative or outreach activity.

Freedom of Expression and Assembly

Students enjoy the same rights that are guaranteed to every citizen of the United States and the State of New Hampshire. Among these rights are the freedoms of expression and peaceful assembly. Students are encouraged to freely examine, exchange, and debate diverse ideas, both inside and outside of the classroom. In doing so, however, students and others must comply with other, generally applicable, College policies.

Speech Activities

To facilitate robust debate and the free exchange of ideas, students and non-students shall be permitted to engage in free speech activities and distribute literature on Oya Hill on a space available basis. This use may be without permission from the College so long as the area has not been previously reserved or scheduled for a particular function, no sound amplification is used, activities do not interrupt or interfere with educational or instructional activities or the normal conduct of College business, and the participants do not violate other College policies.

Although it is not necessary for a person using Oya Hill to obtain prior permission from the College, the College encourages such persons to contact the Office of Student Involvement and/or Scheduling Office to minimize possible scheduling conflicts.

Nothing in this section shall be interpreted as limiting the right of student expression elsewhere on the campus so long as the expressive activities or related student conduct, including the distribution of literature, does not violate any other applicable College policies.

Organized Student Demonstrations

If a student or student organization intends to initiate, sponsor, or host a demonstration or event that may draw a large crowd, require security, impede pedestrian or vehicular traffic, including a parade, march, or other similar activity, or poses a substantial risk of disrupting the functioning of the College or of violating any other College policy, the College requires that the student or student

organization contact the Scheduling Office in advance of the activity. The Scheduling Office will work with the requesting student or student organization either to evaluate the request and find a suitable time and location that balances the rights of the requesting student or student organization with the rights of others and the College's educational mission.

The purpose of this policy is not to designate common areas as a public forum or to accommodate demonstrations or protests by those who are not part of the College community (i.e., non-students and other campus guests). Rather, the purpose of this policy is to promote and facilitate student expression while allowing the College to make any necessary adjustments (such as arranging a parade route or providing security) to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Should an outside group wish to conduct an organized demonstration or to demonstrate in areas other than Oya Hill, the group should seek the sponsorship of a student organization.

Political Events

Keene State College welcomes opportunities to bring candidates and elected representatives to our campus, and to provide forums for discussing political issues. In order to provide appropriate levels of support to these events, the following procedure will be followed:

- All requests for political party affiliated events (candidate visits, forums on political issues, etc.) will be directed to the American Democracy Project (ADP) campus coordinator, Kim Schmidl-Gagne (kgagne@keene.edu, 603-358-2768).
- The ADP Coordinator will determine appropriate and available venues for the event, and coordinate the event with the appropriate on and off-campus offices (facility director, - Physical Plant, Campus Safety, Keene Police, etc.).
- The ADP Coordinator will ensure that all candidates / political events are treated equitably to protect the integrity and resources of Keene State College. Costs over and above customary costs of standard and usual set-up must be borne by the organization scheduling the event.

Student Center, Tables

Recognized student organizations shall be permitted to use one table on the first floor of the L. P. Young Student Center for the sale of goods or distribution of literature, provided that the table is available and is reserved in advance through the Scheduling Office.

Student Center Conference and Meeting Rooms

These rooms must be scheduled in accordance with guidelines established by the Scheduling Office. Any use of the L. P. Young Student Center rooms for commercial purposes shall be done in accordance with Commercial Activities on Campus.

Commercial Activities on Campus

The College shall permit, within the guidelines, commercial activities on the campus that, in the judgment of the Vice President for Student Engagement or their designee, will not disrupt or negatively impact the academic environment and the safety and security of the campus community, and that are in keeping with the stated goals and mission of the College.

- Commercial activities are passive in nature and conducted between 8 a.m. and 7 p.m.
- The space to be used is properly reserved through the Scheduling Office.
- Upon request, a summary of all sales, contracts, and moneys collected would be filed with the Scheduling Office.
- Upon request, the vendor shall submit proof of authority to conduct business in the State of New Hampshire.

The conduct of any commercial activities outside of the L. P. Young Student Center for the profit of any person or business is not permitted on the campus, with the following conditions and exceptions: The sale of merchandise and other items shall be permitted, provided that all materials offered for sale is directly related to a person or group performing and has been approved by contract.

Nothing in this policy shall prohibit a person or business engaged in commercial activities from:

- Advertising in student and local newspapers (all advertisements must be in good taste and in keeping with College policies, standards and mission.)
- Posting of information must comply with posting policies.

Student Center Commercial Activities (vendors) Vendors in the Student Center are subject to all regulations that apply to “commercial activities” as well as the following:

1. Commercial activities are passive in nature (e.g. remain at vendor table/location and allow patrons to approach you).
2. There is a daily vendor fee. Payment is due prior to the event to guarantee the space. Payment is not refundable within ten days of the event. Keene State College is not responsible for returned checks due to insufficient funds.
3. Vendors can schedule two days per month for vendor space. The hours for use of vendor space are 8 a.m. to 7 p.m., which includes set-up and breakdown time. Vendor space will be assigned by the Student Center. Vendors soliciting applications for credit cards will be permitted only during a one-day credit card fair each semester (dates to be determined by the Scheduling Office).
4. The vendor space will provide one medium-size table and one chair. Absolutely no taping, gluing, tacking, or hanging any items from the walls or ceiling for vendor advertising is permitted without prior approval. All advertising must be limited to the immediate area of the table.
5. The Scheduling Office will send the vendor a confirmed copy of the scheduling form. Vendors must bring their copy of the scheduling form with them on the day(s) of the event.
6. Vendors must report to the Information Desk in the Student Center on the day(s) of the event. The vendor will provide a confirmed copy of the scheduling form in order to receive a parking permit from Campus Safety.
7. All sales must be in accordance with applicable laws. When necessary, permits must be obtained from city and state agencies.

Scheduling

1. Scheduling of most KSC facilities is done through the Scheduling Office in the Student Center. To schedule the Arts Center facilities (358-2167) or Spaulding Gymnasium, (358-2789) call the offices at the respective facility. For other facilities on campus call the Scheduling Office, [358-2323](tel:358-2323).
2. All on-campus and off-campus organizations wishing to schedule a facility at KSC must complete a Scheduling Form and additional forms when appropriate.
3. All organizations requesting facilities for activities are required to complete a scheduling form at least 7 days in advance. REMINDER - Campus organizations will need a signature(s) from their advisor on the Scheduling and Alcohol Function Agreement Form(s). The Scheduling Office will process the scheduling form and provide confirmation to the person requesting the use of a facility before the event. All organizations must carry the confirmation copy to the event. Requesters are not authorized to publicize details of the proposed event until receiving a confirming copy of the scheduling form.

Changes or cancellations must be given to the Scheduling Office immediately. Continued failure to formally cancel the request may result in revocation of scheduling privileges. Charges: Although some organizations will not be charged for the facility, they may be liable for any of the following fees which may be necessary as determined by the College (e.g., police, campus security, maintenance overtime, technical support, building monitors, repairs for damages, and cleaning fees.) All fees charged for an event must be received prior to the event or the event will be subject to cancellation.

Speakers

In accordance with USNH Board of Trustees policy, the basic guidelines for the College Speakers Policy are the Bill of Rights of the U.S. Constitution. This policy resulted in their being the first recipient of the American Association of University Professors' (AAUP) prestigious Alexander Meiklejohn award for the defense of academic freedom in 1958. The rights of freedom of speech and peaceable assembly are fully protected.

Any College organization or College group may invite any speaker it desires; however, the following procedures will provide effective advanced information to the College to avoid scheduling conflicts and to assure notification about special requirements.

1. Event and facility use must comply with campus scheduling policies and procedures.
2. No organization or group may disallow questions or comments following the speech; methods of which may be determined by the College. The College organization or group must clearly state in the invitation and in its attendant publicity that the speaker is a guest of the sponsoring group.
3. The Vice President for Student Engagement or designee shall specify conditions prerequisite for maintaining order at campus meetings which shall be applicable to all College organizations and groups. The College may, within the reasonable interpretation of the mission of the College, limit the time, place, and manner of the presentation.
4. The College group or organization assumes the responsibility for maintaining order and for injuries and/ or damages which occur in the event of disorder.

Limitation or Denial of Use of College Property

The Use of College properties may be limited or denied to authorized users if the proposed activity:

- Is contrary to express College policy or campus guidelines and procedures concerning the general use of specific properties; or the statutes, rules and regulations of the State of New Hampshire; or
- Constitutes a clear and present danger to the safety of welfare of persons or property.

Appeals

Written notice of appeal from the denial or limitation of the use of College property must be received by the Associate Vice President of Student Engagement within ten (10) days of the receipt of notice of the denial or limitation. Failure to file a timely notice of appeal may be waived by the Associate Vice President upon a showing of good cause.

The notice of appeal must include the name, address, and phone number of the authorized representative of the group responsible for the appeal and the grounds for the appeal. The Associate Vice President of Student Engagement or their designee shall review the appeal. This review shall consist of an examination of:

- The request for use of College property
- The written denial or limitation as outlined by the appropriate College authority
- The written notice of appeal
- Any other information or evidence they deem necessary

The decision of the Associate Vice President shall be based upon whether good cause existed for the limitation or denial of the space requested. This decision shall be final and will be delivered within ten (10) days of receipt of the appeal.

Any program, activity, or event related to an appeal shall not be held pending a decision on appeal.

About this Policy

Student Handbook

Ownership: Dean of Students

Last Modified: Sep 5, 2023 – casey.justice@keene.edu

Categories: [STUDENT SUPPORT](#)

For questions regarding this policy, please contact the policy owner.