

COLUMBUS STATE

COMMUNITY COLLEGE

COLLEGE SPACE STANDARDS (updated 10-14-24)

A. Purpose and Principles of Usage

As a state community college, Columbus State is committed to protecting the First Amendment right to free speech and expression on our campuses. Intellectual freedom and civic engagement are foundational to the College's values and enhance the College community. The College supports the right of everyone to peacefully express their views and to speak out about issues that are important to them.

Columbus State's indoor and outdoor spaces support our mission of student success, and the College is responsible for ensuring the continued safe and effective operation of functions to carry out that business. The College has developed standards regarding the time, place and manner that these spaces may be used to ensure the right of free expression while supporting the ability of community members to carry out academic and administrative pursuits without substantial disruptions. The College allows designated outdoor and indoor be reserved for events with the College's mission, administrative and other official functions, students' campus-life activities, and other approved uses. The College may limit access to or use of its space as may be necessary to accomplish these goals.

Accordingly, the College has designated spaces that may be reserved for activities or events, at reasonable cost as applicable, that support the College's mission, the College's administrative and other official functions, students' campus-life activities, or other approved uses consistent with these standards. Non-affiliates are free to visit and walk through our campuses; however, they must comply with these standards to conduct events.

These standards work in conjunction with other College policies, procedures, protocols, guidelines and related governing documents including the:

- Policy 7-10 Student Code of Conduct
- Procedure 7-10(G) Student Code of Conduct
- Policy 3-43 Discrimination/Harassment/Retaliation
- Policy 3-44 Sexual Harassment/Sexual Violence
- Procedure 3.44 (A) Sexual Harassment/Sexual Violence
- Policy 3-45 Workplace/College Violence
- Policy 13-01 Facilities Use
- Procedure 13-01 (A) Facilities Use
- Policy 13-11 Campus Safety

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- Procedure 13-11 (E) Campus Safety
- Policy 13-12 Public Use of College Grounds
- Policy 13-15 Free Speech

B. Definitions

An **event** is any non-curricular planned gathering, including but not limited to lectures, speaker presentations, conferences, forums, performances, concerts, demonstrations, protests, rallies, celebrations and social gatherings.

A **non-affiliate** is defined as any person who is not a student, employee, trustee, or emeritus employee of the College.

A **registered student organization** is a Club, Organization, or Affiliation (“COA”) as defined in Policy 7-10 Student Code of Conduct and is a registered association of students created for any educational purpose that supports the vision and goals of the College.

Restricted noise is defined as noise disrupting the function of the College. Noise that is disruptive includes, but is not limited to, amplified sound (which includes, but is not limited to, audio enhancement devices, vocally amplified sound (i.e. shouting), and other noise-making instruments) and other loud noise that is disruptive as defined within Procedure 7-10 (G) Student Code of Conduct or is noise that is audible more than fifty (50) feet from the source of the sound and/or noise occurring during the restricted hours outlined in Section F(13) below. Restricted noise does not include noise which is necessary for the conduct of official college functions, including noise related to construction, maintenance, and landscaping.

The phrase “**college authorized activity**” shall be taken to mean any activity that the college conducts, sponsors, or permits to be carried out on the campus or in any college building or facility.

The phrase “**with an intent to disrupt**” shall be taken to mean that a person knows or reasonably should know that their act or acts will have the consequence of preventing others from carrying out college authorized activities. See Procedure 7-10 (G) Student Code of Conduct.

C. Designation of Space for Reservation

The College has designated some spaces that may be reserved, other than Conference and Event Services venues and at reasonable cost as appropriate, for holding events by registered student organizations, students, faculty, staff, and non-affiliates for the support of the College’s mission, administrative functions, campus-life activities, or other approved uses. In these spaces, the College may require reasonable time, place and manner limitations be placed

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on usage to ensure that the usage does not disrupt the College's mission, administrative functions, or other campus-life activities.

Additionally, the College, within its sole discretion and subject to change based upon the operational needs of the College, has designated spaces that are not available for reservation by registered student organizations, students, faculty, staff, and non-affiliates. These spaces are assigned for specific College administrative or other official functions, teaching, or learning, and cannot be reserved.

Use of space for purposes other than those for which they have been designated will not be permitted. A dynamic list of designated reservable spaces can be found on the Student Services and Employees webpages.

D. Reserving Space for Events

Reservations for spaces, other than Conference and Event Services venues, are processed on a first-come, first-served basis with priority given to College departments, registered student organizations, and other official College functions. Reservations are non-transferable, and the College reserves the right to reschedule events consistent with these standards.

Reserving space for events occurring in or on College space should proceed as follows:

- 1. College Departments, Faculty, and Staff:** College Departments, faculty, and staff must submit requests through the Conference and Events Services at <https://www.csc.edu/community/conference-services/> or through Ad Hoc room reservation requests at <https://www.csc.edu/employee/faculty/curriculum-management/academic-room-scheduling.shtml>.
- 2. Registered Student Organizations and Students:** Registered student organizations and students must submit requests through The Conference and Events Services at <https://www.csc.edu/community/conference-services/> or through Ad Hoc room reservation requests at <https://www.csc.edu/employee/faculty/curriculum-management/academic-room-scheduling.shtml>.
- 3. Non-Affiliates:** Non-affiliates may submit requests through Conference and Events Services, please visit <https://www.csc.edu/community/conference-services/>.

E. Reserving Space for Events

Events that are determined to pose a risk to personal safety, College property, or facility security may be moved to another space or rescheduled, where and when reasonably practicable, with at least a three (3) business day advance notice until such time as adequate and appropriate security can be made available, as determined by the Columbus State

Community College Police Department.

College Administration reserves the right to cancel scheduled events (or have events moved to a predetermined alternate location) with, where and when reasonably practicable, a three (3) business-day notice due to weather, grounds, and maintenance considerations.

F. Rules Governing Usage of Space

1. Facility Hours and Usage

The College's normal operating hours are:

- Columbus Campus: Monday-Friday, 6:00 a.m. to 11:00 p.m. Buildings generally close at 6:00 p.m. on weekends except for special events. There are varying class hours on weekends and some holidays.
- Delaware Campus: Monday-Thursday, 7:00 a.m. to 8:00 p.m., Friday 7:00 a.m.-4:30 p.m., Saturday, 7:00 a.m.-1:00 p.m., and Sunday Closed. There are varying class hours on weekends and some holidays.

Other than College department use or written permission usage, College space is limited to the designated hours of operation for the respective space, and other property. Usage shall not disrupt the College's administrative functions or other campus-life activities and may not impede ingress or egress to the College, any College property, parking lot, building, facility, or event.

2. Timing and Duration of Events

Expressive activities are limited to the College's hours of operation. Events ending after hours of operation are not permitted unless they are official College functions or have an approved event reservation. .

Events consistent with the College's teaching and service missions requesting to end after hours of operation must:

- be confined to a single 24-hour period.
- not occupy the same or adjacent spaces on consecutive days.
- not have outside or inside habitation be the primary focus of the event.
- be reviewed and approved by Columbus State Police Department, Facilities Operations, and Student Affairs departments as part of the event request process.

3. Public Safety Needs

Public safety needs, including any security, law enforcement, fire safety, and/or medical needs, must be noted when being scheduled. Notifications should go to the Columbus

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State Police Department, the Department of Student Services, and any other appropriate departments and/or offices. The Columbus State Police Department will determine any necessary and required security arrangements in conjunction with the event host and the venue operator. Final determinations regarding necessary and required security arrangements are the sole decision of the Columbus State Police Department.

Costs for public safety arrangements will be based on the event size, location, date and time, any special safety arrangements requested by the event host, and other safety or risk considerations specific to the event. Costs may also include any special safety arrangements required for third party security and related equipment affiliated with the event.

Any law enforcement, security officers, or safety/security equipment requested or planned for utilization by event host at the event must have approval from the Columbus State Police Department. Approval is required a minimum of three (3) business days before the event.

The College will provide the event host with an itemized statement of public safety costs for the event. The cost of security is the responsibility of the event host(s).

4. Use of Sound

Unless approved as part of an event reservation or official College function, restricted noise is not permitted outdoors.

Restricted noise is not permitted in indoor spaces unless approved as part of an event reservation or official College function.

5. Temporary Signage or Posting

No bills, signs, or banners, or other materials may be attached, affixed or projected to College property, structures, or fixtures, including college furniture, sidewalks, trees, light poles, buildings (except in cases where prior approval is obtained), or handheld wooden sticks or plastic or metal poles, pursuant to Policy 13-12 Public Use of College Grounds. Materials no larger than 8 ½ x 11 inches may be posted on the College's outdoor kiosks. Signs, a-frames, banners, projected images and other forms of advertising may only be posted or displayed within the approved event space.

Freestanding signs must be secure and safe. No signs causing ground penetration are permitted. Signs, a-frames, banners, and other forms of advertising are not to be raised in other areas of campus or posted in such a way as to prevent ingress or egress to college buildings or the use of sidewalks, walkways or streets. Organizations may display no more than six (6) signs, and signs must be no longer than 62 inches and no wider than 50 inches.

Signs, a-frames, banners, and other forms of advertising may not obstruct the view of any existing College, construction, informational, or safety and security signage.

6. Tents and Temporary Structures

No tents or other temporary structures requiring stakes, poles, or similar attachments may be set up in outdoor College spaces. Overnight camping or outdoor sleeping is prohibited without prior permission. Any approved structures may not cover grass for more than 24 hours after the conclusion of the event reservation.

No staking of temporary structures is permitted – all temporary structures must use a weighting system (e.g., water barrels) approved by Facilities Operations that does not penetrate the ground.

7. Ingress and Egress

To ensure accessibility for students, faculty, and staff, any event approved for an outdoor space may not block sidewalks, walkways or streets in a way that obstructs usage; must maintain ingress and egress to proximal indoor facilities; two means of egress or the minimum number required as emergency egress by public safety officials, whichever is larger, must be accessible.

8. Food and Beverage

No food shall be sold except by College food services or contracted vendors with authorization to serve a particular area.

No beverages competing with Pepsi products are permitted to be distributed on campus. Food trucks for events must be coordinated through Event and Food Services Supervisor or other approved college vendors. All free food and beverage distributions by companies must be coordinated with Student Life or the relevant facility/space coordinator.

Events seeking to serve alcohol are strictly prohibited except in accordance with College Policy 13-01, (D).

9. Grills and Open Burning

Open burning, including fires and bonfires, and the use of grills with charcoal are not permitted.

10. Motorized Vehicles

Motorized vehicles are not permitted to be used on sidewalks, walkways and grounds for events without permission from Facilities Operations.

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Use of motorized vehicles for events requires advance approval by Columbus State Police Department and Facilities Operations.

11. Animals

Dogs or other animals under an individual's ownership are subject to Policy 13-03 Animals on Campus.

Farm, wildlife, and/or zoo animals are not permitted in indoor and outdoor spaces without the prior approval of Facilities Operations and the Columbus State Police Department.

12. Unmanned Aircraft Systems

Usage of unmanned aircraft systems (UAS) in College spaces requires advanced approval.

G. Damage to Space

Activities that may damage College property are prohibited, including but not limited to, driving stakes or poles into the ground, hammering nails into buildings and attaching anything to sidewalks, paved areas or any part of any building, structure or fixture (except designated kiosks). Persons or organizations reserving space are responsible for any damage and shall repair the damage to the satisfaction of Facilities Operations or pay for others to complete necessary repairs. Specific services when required or if needed must be arranged and paid for directly with the appropriate College department (i.e., Facilities Operations, CSPD, etc.). Deposits or an agreement regarding use of space, liability, and payment may be required for reservation.

H. Enforcement of Standards

All persons on College property are required to abide by College policies and applicable law. Students, registered student organizations, faculty, staff, and non-affiliates are expected to conduct themselves in accordance with these standards, all applicable College policies, and applicable local, state and federal laws. Students and registered student organizations are also expected to conduct themselves in accordance with the Student Code of Conduct. Use of College property must not, in any form, disrupt College business.

When enforcing these standards, an official or employee authorized to maintain order on the campus or facility should make a reasonable attempt to warn and advise all persons to cease the prohibited conduct or activity before citing and/or arresting the individual for violation of these standards, except where the conduct violating these standards reasonably appears to create a threat to or endanger health, safety or property.