

Administrative Procedures Implementing Board Policy 911, *Use of College Facilities* College of Lake County

I. Purpose and Intent

The purpose of these Procedures is to implement Board Policy 911, *Use of College Facilities*, and to establish the College's procedures and regulations pertaining to Expressive Activities and Events^A by Students, Student Groups, and the General Public. Pursuant to Board Policy 911, the College of Lake County ("College" or "CLC") recognizes the value of freedom of speech and Expressive Activities and Events on campus. The College also stands for the premise that a robust college activity and event calendar adds to the richness and depth of a college learning experience. Therefore, the College will accommodate free speech and Expressive Activities and Events in designated areas on campus by the College community, including Student Groups^B, students, employees, or others affiliated with the College, as well as individuals or groups not affiliated with the College hereinafter referred to as General Public^C, pursuant to reasonable time, place and manner regulations set forth in these Administrative Procedures. CLC supports the right of individuals and groups to engage in open Expressive Activities and Events pursuant to Board Policy 911 and these Administrative Procedures, and consistent with the law. The College's support for freedom of speech and Expressive Activities and Events, however, does not reflect an endorsement or agreement of the views or opinions asserted by an individual or group.

II. Scope of Procedures

These Procedures apply to any Student, Student Group, or General Public-hosted Expressive Activity or Event that occurs on College property. To promote fairness and the safety of the College and its community, any group listed above that wishes to host an Expressive Activity or Event at the College must adhere to these processes, rules, and regulations. Everyone wishing to host an event should follow procedures at <https://forms.office.com/r/TtBz3SUqYb>

III. Definitions

- A. **Expressive Activity or Event**: Any public activity or event at which information and/or ideas are imparted, including but not limited to: speeches, debates, and panels; informational, interactive, and performative events; and demonstrations, rallies, parades, marches and similar activities.
- B. **Student Groups**: Student organizations and clubs that are officially recognized by the College of Lake County.

- C. **General Public**: Individuals or groups not affiliated with the College of Lake County.
- D. **Open Spaces (Reservation Required)**: Designated locations on campus which can be reserved by Student Groups and the General Public subject to the specific reservation process identified in Section V.B. of these Procedures and other limitations as delineated herein.

IV. **Activity/Event Reservations**

A. **Reservation Process**

1. Requests from either Student Groups or General Public to schedule an Expressive Activity or Event must be made by completing and timely submitting the [Program Request Form](#).
2. Unless otherwise indicated in these Procedures, the request form must be submitted at least 5 business days prior to the desired date of use.
3. In addition to the requirements set forth in this procedure, all reservations are subject to availability.
4. Only one Open Space^D activity/event may occur during each approved time slot per day, unless otherwise authorized by the Dean of Student Life or Designee.

B. **Scheduling Conflicts**

In the event of a scheduling conflict, College-wide and Department sponsored activities and events are prioritized over all other events; Student and Student Group activities and events are prioritized over General Public activities and events.

V. **Facilities Use Regulations**

A. **General Regulations**

1. Events and Activities, as defined by this procedure, must take place during normal College operating hours and may not exceed 12 hours.
2. Individuals or groups seeking to solicit funds, engage in the sale of goods or services, or advertise for the sale of goods or services may do so only with prior approval by submitting a [Program Request Form](#).
3. Forcing someone to take a leaflet is prohibited. Leaflets may be given directly to individuals in approved designated areas but may not be

disbursed or left on campus grounds, in offices, courts, classrooms, bathrooms or stairwells, or on car windshields, bicycles or tables.

4. Physical interference with the general public's view of an activity/event/speaker is prohibited.
5. In the interest of allowing for clear, consistent, and safe access throughout the campus, certain spaces may be roped off at the discretion of the College.
6. The College reserves the right to have staff and/or campus police present during any Expressive Activity or Event for the safety and well-being of all students, staff, and guests.
7. It is prohibited to interfere with, block, or impede, the normal access to or from any hallway or building, including walkways that connect such buildings.
8. In the event that College property is damaged during an activity or event, the individual(s) responsible, and or organization(s) hosting the event will be held accountable for prompt payment to replace or repair such damage.
9. Sound amplification, music and all noise emitted must not disrupt daily college activities and will be monitored according to the discretion of the Dean of Student Life or designee. Bullhorns are permitted only when classes are not in session and when they will not otherwise disrupt the orderly operations of campus programs and activities. The use of any bullhorns or sound amplification device must be approved in advance by indicating such request on the [Program Request Form](#).

B. Open Spaces Use:

- I. To afford all Student Groups equal opportunity, all college approved Student Groups will be allotted two dates per semester for certain spaces which are frequently requested for use and limited in number. During SAI's Club and Organization Retreat held each semester, each student group will be allotted two dates to host an event in the following spaces:
 - a. **Grayslake Campus**
Designated Spaces under this Section are:
 - i. B Court,
 - ii. C Court,
 - iii. Lounge area between A011 and A013,
 - iv. L104, area in front of the library

- v. O10A Pergola Area outside of Cafe Willow
 - b. **Lakeshore Campus**
Designated Spaces under this Section [is/are]:
 - i. Student Lounge Area
 - c. **Southlake Campus**
Designated Space under this Section:
 - i. The Atrium (V138)
- 2. All Student Groups scheduling events in the above locations must adhere to the following:
 - a. Student groups must submit a **Program Request Form** 5 business days prior to the event. If the form is not received by SAI in a timely manner, the Group forfeits its right to use this date for an Event or Activity.
 - i. Student Groups may submit a Program Request Form for another Student Group's date, and will be considered a back-up reservation in the event that the assigned Student Group does not utilize the date.
 - ii. Back-up reservations require the Program Request Form be submitted at least 5 business days in advance of the event date.
 - iii. Back-up reservations will be granted on a first-come, first-serve basis, and are subject to all other requirements as delineated in these Procedures.

C. Use of Tables for Informational and Fundraising Purposes:

- 1. Space for two tables (generally 6ft. long) will be made available to Student Groups and the General Public with an approved reservation.
- 2. The College will space tables within the designated location and may limit the number of tables due to any health, safety, or disruption concerns.
- 3. Tables shall be attended by no more than two (2) representatives of the reserving Student Group or General Public at all times during the activity/event/per table.
- 4. Representatives of the Student Group or General Public may not leave the display table to approach individuals without that individual's explicit

consent or request.

5. Representatives must clearly identify themselves when individuals visit their group's table.

D. Designated Spaces for Informational and Fundraising Tables:

1. Grayslake Campus Tabling Areas: The Commons (B102) and Student Street (B100), Hallways in C Court
2. Lakeshore Campus Tabling Areas: 33 North Lobby
3. Southlake Campus Tabling Areas: V100 Hallway

E. Reservation of Enclosed College Spaces for an Event or Activity

Other spaces, such as conference rooms, lecture halls and available classrooms may be used by Student Groups and the General Public subject to availability and completion of the Reservation Process Outlined in Section IV.A., and is subject to all other regulations outlined herein.

VI. Regulations Governing Demonstrations, Parades and Marches

Demonstrations, marches, or similar activities consisting of 29 or fewer individuals (average class size) which take place in outdoor public areas such as sidewalks or streets are not subject to the reservation requirement set forth herein but request a notification to the Dean of Student Life. All demonstrations, marches, or similar activities planned to take place indoors on campus or with more than 29 individuals outdoors require that a reservation be completed in advance pursuant to the Registration Process outlined in Section A depending on the size, location requested, and nature of the requested activity, the Dean of Student Life will consult with Campus Police with regard to safety and maintaining order.

VII. Prohibited Conduct, Violations

All persons participating in Expressive Activities and Events on College property are expected to comply with all applicable laws, College Policies and Procedures. In addition, all persons are expected to comply with directives of College officials acting in the performance of their official duties, which may include providing identification upon request.

When participating in public expressive activities, individuals must refrain from engaging in conduct that interferes with the lawful rights of others and/or that substantially impedes the College's operations. Prohibited conduct includes, but is not limited to, any conduct that:

- A. Incites imminent unlawful action;
- B. Constitutes a true threat;
- C. Solicits the commission of a crime;
- D. Infringes upon the lawful rights of students, employees or visitors of the College;
- E. Substantially interferes with instruction, research, administration or other College activities or functions;
- F. Restricts or obstructs the free movement of individuals on campus, in campus buildings, or in off-campus locations where College activities take place;
- G. Restricts access to or use of offices, classrooms or other facilities or grounds to students, employees or guests of the College community;
- H. Endangers or threatens the safety of any person in the College community;
- I. Destroys, defaces or causes the loss of College property; or
- J. Otherwise violates Board Policy 911, these Procedures, other College Policies or Procedures, or the law.

Any student or student organization that violates Board Policy 911 or these Procedures and/or any other applicable CLC policies and procedures may be subject to consequences pursuant to the Student Rights and Responsibilities Procedures and/or College of Lake County Club Policy Manual, and/or any applicable policy and procedures. Violations of Board Policy 911 and/or these Procedures by individuals/groups that are not affiliated with the College will be handled by the CLC Police Department.

In addition, approved applications for use of College facilities are subject to immediate cancellation if it becomes necessary to use the facilities for College purposes, for violations of an agreement concerning the approved use, for non-compliance with Board Policy 911 and/or these Procedures, and/or for action or activities that the College, in its discretion, deems actually or potentially detrimental, destructive, or dangerous to College students, personnel or property. VIII. Questions or Concerns

VIII. Questions or Concerns

Questions or concerns regarding an individual or group's use of campus facilities should be directed to the Dean of Student Life.