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**Procedure:** Use of Facilities for Open Presentations Groups or Individuals Not Affiliated with Campus

**Reference No.:** 5.2c

**Authority:**

**Cross Reference:**

**Approved:**

**Revised:**

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1. As Broome Community College is part of a larger community, there may be instances when community groups or individuals not sponsored by or affiliated with the College may be interested in being on campus to promote their views or reach out to students.
  - A. Community groups or individuals who would like to be on campus must submit a written request through the Student Activities Office. The request must be received at least two (2) weeks in advance. The written request must include the following information:
  - B. Name of individual or group requesting to be on campus
  - C. Purpose of presence on campus
  - D. Requested date(s) and time(s) for being on campus
  - E. Benefit of the activity to BCC students

The Director of Student Activities will review the request and notify the requestor of the outcome. The Director will review the request with the appropriate offices, including Campus Safety and Security, the Vice President for Student Affairs, and/or other offices upon which the activity may have an effect.

The College reserves the right to deny any request to be on campus that might threaten the security of the campus or interfere with the learning environment.

2. The designated place for indoor activity (open presentations) to occur will be the Student Center Lobby. The designated location for outdoor activity (open presentations) will be the grassy "quad" area between the Student Center and Business building.
  - A. If the presentation is too large for the areas listed above, an alternate site will be determined by the College.

- B. College-sponsored activities will take precedence over requests by outside groups or individuals for use of campus facilities.
  - C. Groups or individuals not sponsored by the College are subject to facility rental fees, set-up fees, and fees related to any accommodations provided by the College.
  - D. Prior publicity for presentation will be at the College's discretion.
3. The College expects the following behavior from community groups or individuals when on campus:
- A. They must remain in their assigned area;
  - B. Their activity may not impede the flow of pedestrian traffic;
  - C. They may not alter campus surfaces in any way (for example: tack or nail items to walls; write on any permanent surface; drive stakes into the ground, if outside; write with chalk or any other substance on sidewalks);
  - D. They must clean up after their presentation;
  - E. Programs may not discriminate on the basis of race, color, creed, gender, sexual preference, national origin or marital status. Presenters and programs may not violate laws of the United States, the State of New York, Broome County, and/or the Town of Dickinson. Presenters and programs may not violate the Student Code of Conduct;
  - F. Presentations may not disturb surrounding classrooms, offices, lab, etc.

The College will remove from campus groups or individuals who do not abide by the expectations above.