



Policy Series #: 1000(P)
Policy Manager: Chief Finance Officer/Physical Plant Supervisor
Activities, Registered Organizations and Use of Property

Purpose: This Activities, Registered Organizations and Use of Property plan provides detailed information for proper use of Riverland Community College's property

I. INTRODUCTION

Free and open association, discussion and debate are important aspects of the educational environment of the college, and should be actively protected and encouraged, even where the positions advocated are controversial and unpopular. These regulations are formulated to provide for the greatest possible free and open association, discussion and debate while at the same time protecting individual privacy and the functioning of the college.

Students have the right to freedom of speech, peaceful assembly, petition and association that is accorded to all persons by the Constitution. They may support causes by lawful means that do not disrupt the regular and essential operations of the College or the operations of organizations authorized to use College facilities.

In accordance with the Riverland Community College Code of Conduct, students are afforded the following freedoms that include, but are not limited to:

Freedom of Expression: Individual students and student organizations are encouraged to examine questions of interest and to express opinions publicly and privately.

In the classroom, students may take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Freedom of Association: Students may organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Recognition may be withheld or withdrawn from organizations that violate institutional regulations.

In order to carry on its work of teaching and public service, the college has an obligation to maintain conditions under which the work of the college can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who comprise the college community.

Each member of the college shares the responsibility of maintaining conditions conducive to the achievement of the college purposes. These regulations apply to all individuals, college sponsored activities, college recognized student organizations, college recognized foundations, employee bargaining units, community, civic or governmental organizations.

II. DEFINITIONS

For purposes of these regulations, the following definitions apply:

STUDENT: One who is currently enrolled at Riverland Community College or, during the recess period between academic terms or the summer period, one who has completed the immediately preceding term and is eligible for re-enrollment.

COLLEGE PERSONNEL: Individuals employed by any academic or nonacademic department or division of the college without regard to type of monetary compensation.

REGISTERED ORGANIZATION: Any organization whose membership is recognized by Riverland Community College.

UNREGISTERED: Any organization whose membership is not limited to Riverland Community College students and/or personnel.

BARGAINING UNIT: Any organization recognized by state PELRA laws.

OFFICIAL COLLEGE FUNCTIONS: Scheduled academic classes, and activities; normal daily operations of college; and programs or activities sponsored by college or recognized student organizations in the course of fulfilling the college mission.

GROUND OPEN TO THE PUBLIC GENERALLY: Paved pedestrian walkways on college property except those:

1. Within areas reserved for classes, public performances or organized activities.
2. On and adjacent to vehicular driveways, streets and parking lots.

Grounds are open to the public generally between the hours of 6:00 a.m. and 11:00 p.m. Between the hours of 11:00 p.m. and 6:00 a.m., these areas are generally closed to all activities except coming and going to a college buildings or crossing the campus.

COLLEGE PROPERTIES: Any college owned, operated, or maintained property, including all college grounds and structures.

III. ORGANIZATIONS

An organization can be either registered or unregistered.

A Registered organization is an organization that the active membership is limited to Riverland Community College students and/or personnel may become a Registered Organization.

An Unregistered organization is an organization that the membership is not limited to Riverland Community College students and/or personnel.

GENERAL PROVISIONS

- A. Officially Registered Organizations: an organization, with the sponsorship of the college and with the approval of the Student Senate and College President may become an Officially Recognized Organization. The nature and scope of such organizations is limited and they must comply with the following provisions whether their activities occur on or off campus.
1. Their purposes and activities must be directly related to the purposes and activities of the college.
 2. The college must assume full responsibility for the actions and the activities of the college sponsored activities.
 3. Officially Recognized Organizations may receive office space, support and funding from the college. Funds other than those originating through these sources may not be solicited or requested unless specifically authorized by the Vice President of Employee & Student Affairs or Chief Finance Officer for student organizations and athletics. Fund raising for any other organization must have College President's approval. Expenditure of funds must comply with applicable college policies, regulations and procedures.
 4. Officially Recognized Organizations must have, and conduct all of their activities according to, a constitution or by-laws.

Registered Organizations may recruit members in all places and at all times where literature may be distributed.

Officially Recognized Organizations must also obtain the approval of the college President or Vice President of Employee & Student Affairs before engaging in specific activities.

- B. Unregistered Organizations may use the Facilities based on the Facilities Usage Procedure.

IV. USE OF COLLEGE PROPERTIES

A. GENERAL PROVISIONS

1. The college derives its basic authority from Minnesota State Colleges and Universities. All pertinent federal, state and local statutes are in force on college property and may be enforced by authorized campus personnel.
2. All persons on college property are required to abide by college policies. Violation of college policies may subject a person to legal penalties; if the person is a student, faculty member or staff member of the college, that person may also be subject to college discipline.

Individuals on college property or in attendance at an official college function assume an obligation to conduct themselves in a manner compatible with the college's responsibilities as an educational institution. This means that all persons are responsible for complying with applicable college policies. This includes but is not limited to the following prohibitions: no person on college property or at official college functions may block entrances to or otherwise interfere with the free flow of traffic into and out of campus buildings; obstruct or disrupt campus activities; engage in the production of amplified or non-amplified sound that disrupts campus activities; camp or lodge, except in authorized facilities or locations; engage in physically abusive, threatening or intimidating conduct toward any person; exhibit disorderly or lewd conduct; participate in a disturbance of the peace or unlawful assembly; use, possess, sell or manufacture narcotic or illegal drugs; use, possess, sell or manufacture alcohol without permission from the Office of the Chancellor, fail to comply with the directions of a college official acting in the performance of his or hers duties; or engage in the theft or misuse of college property or equipment.

3. All persons on college property are required, for reasonable cause, to identify themselves to, and comply with instructions of, authorized college officials acting in the performance of their duties. Authorized Representatives of a Registered Organization may request identification of persons in the Organization's business meetings.
4. The campus prohibits non-college commercial activities on-campus except by special arrangement with the Chief Finance Officer.
5. Commercial products may be distributed on college properties or at official college functions only after prior authorization by the Vice President of Employee & Student Affairs or the Chief Finance Officer. Student & Employee Organizations or registered organizations may, however, distribute material incidental to their purpose at their own meetings and programs.
6. Commercial support of student programs and activities or Registered Organizations is not considered a commercial activity under these guidelines and may therefore be permitted, provided that the primary purpose of such support is to underwrite a student program or activity, as opposed to the promotion or endorsement of a commercial product. The student organization may publicly acknowledge such support but shall not endorse any commercial products or services. Prior to any solicitation, all plans for commercial support involving Registered Organizations must receive prior approval from the Communications Director or the Chief Finance Office.
7. Registration of Voters: College properties may be used for the purpose of Voter registration. Such activity is restricted to spaces open to the public.
8. The name, initials, insignia, or address of the college or any of its offices or units shall not be used except for official or authorized college purposes.

Officially Recognized Organizations may use the name "Riverland Community College" "Blue Devils" "RCC," or any other Riverland Community College logo to

identify their organization as part of the informal Riverland Community College family on material for their own use such as stationery, posters, signs and banners dealing with the on-campus activities of the organization, provided such use does not diminish or demean the reputation of the college. The Riverland Community College name and logo may be used in conjunction with their organization's name, but only on products limited for use by their members.

Pursuant to campus policy, Riverland Community College has the authority to control all commercial use of the Riverland Community College name. If an Officially Recognized Organization wishes to produce or purchase a product bearing the Riverland Community College name or logo for general distribution, as opposed to limited on-campus use, the organization must obtain the product from the Vice President of Employee and Public Relations at Riverland Community College. Such products must carry both the Riverland Community College logo and the name of the Organization. Organizations may not authorize any third party to produce merchandise bearing only the Riverland Community College name or logo, or authorize or produce items that combine the Riverland Community College name with any third party name or logo.

9. No sign, poster, paint, chalk or ink messages may be placed, affixed or applied to the walls, windows, floors or other surfaces of campus buildings or structures, streets, walkways, utility poles, construction fences, trees or shrubbery.

B. SPEECH AND ADVOCACY

1. On college grounds open to the public (as defined in these regulations) individuals, employee & student organizations may assemble and engage in discussion or non-amplified speech provided that individual privacy and official functions of the college are not disrupted.
2. Registered Organizations may reserve college properties for meetings, programs and events for purposes of speech and advocacy in accordance with provisions of these regulations.

C. DISTRIBUTION OF LITERATURE

Literature may be distributed on college properties or at official college functions subject to the following provisions:

1. On college grounds open to the public (as defined in these regulations), individuals, employee & student organizations may distribute literature provided that:
 - a. The free flow of traffic at any point is not obstructed.
 - b. Literature or materials are not forced upon others.
 - c. Literature is not placed on or in vehicles parked on-campus.
 - d. Tables or portable (i.e., hand carried) displays used to facilitate distribution are placed on paved pedestrian walkways, and do not block the walkways or entrances to buildings so as to impede the free flow of traffic. Tables or portable

displays must be attended at all times by the individuals or groups sponsoring the distribution, and such individuals or groups must ensure that their literature does not litter the area.

2. Recognized Student Organizations and Employee Organizations may distribute literature in campus buildings or at programs only in accordance with the following provisions:
 - a. Compliance with the restrictions stated in Section C,1,a,b,c,d,e and f (above).
 - b. Literature may be distributed in rooms or areas reserved for meetings or programs only by the organization that reserved the room or area.

D. POSTING OF LITERATURE, SIGNS OR BANNERS

1. Individuals may not post literature, signs or personal announcements on college bulletin boards, buildings or elsewhere on-campus, except that individuals may post individual announcements on college bulletin boards with the prior consent of the Communications Director.
2. Commercial literature or signs may not be posted or displayed on-campus except as delineated under Section IV, A, 5 and 6 of these regulations.
3. All materials posted including signs and banners shall clearly indicate the name of the sponsoring organization. Posted material shall bear the date of posting.
4. Posters, signs or banners advertising any on-campus event or program for which a donation is requested must make it clear that such a donation is not required as a condition of admission nor may a specific amount of donation be indicated.
5. Posters, signs or banners announcing any on-campus event or program must convey information in a manner that assures the right of the college community to have the fullest possible knowledge of an event or program. Posters, signs or banners which are written in any language other than English must provide, on the same poster, sign or banner, an accurate and complete translation, in English, of the information contained therein.
6. Posters, signs, banners and other materials and literature advertising official college functions may be placed on-campus. (Note: The use of wall space or other painted surfaces within campus buildings is prohibited.)

E. FUND RAISING

1. On college grounds open to the public generally (as defined in these regulations) individuals may engage in the solicitation of funds and the sale of noncommercial material if such activity is in compliance with MnSCU Board Policy 5.22 and Minnesota Statutes, Sect. 43A.38 , subd. 4, and it does not disrupt the free flow of

pedestrian traffic, and does not disrupt the orderly operation of the campus.

2. Officially Recognized Organizations may raise funds to support their activities in accordance with the following provisions:
 - a. Funds may be collected and noncommercial materials related to the purpose of the Organization may be sold:
 - 1) On college grounds open to the public generally (as defined in these regulations) and,
 - 2) At their own programs and meetings
 - b. Initiation fees and membership dues may be collected at their own business and membership meetings.
 - c. All student fund raising activities must have the prior authorization of the Vice President of Employee and Student Affairs which is responsible for the accounting and proper expenditure of such funds. Written policies and procedures pertaining to student fund raising activities may be obtained from the Vice President of Employee and Student Affairs.

F. PROGRAMS AND ACTIVITIES

1. Recognized Employees and Student Organizations are authorized to use college properties for organized programs and activities subject to the provisions of these regulations.
2. Community and Civic Organizations may be allowed use of college properties only in accordance with the specific policies governing such use, as administered by college facilities.
3. A request for use of college properties may be denied if the request is not in accordance with college policies and these regulations, and shall be denied if circumstances are such that the use will unreasonably disrupt the orderly operation of the campus. Denial of use requests by users may be appealed to the college President.
4. Activities, programs or events must not unreasonably disrupt official college functions or the orderly operation of the campus. If any unscheduled or scheduled activity unreasonably disrupts the orderly operation of the campus or an official college function or any other scheduled activity, it shall be discontinued at the direction of the College President or designee.

The criteria to be used to determine whether an activity, program or event unreasonably disrupts the orderly operation of the campus or an official college function or any other scheduled activity shall include, but are not limited to, the following: the expected duration of the activity; the activity's timing in relation to the academic calendar (for example, proposed scheduling during the first week of classes

- or during final examination week); the number of participants; the expected noise level to be generated by the activity; and the need for college resources and personnel to facilitate, oversee or control the activity.
5. College properties may be reserved on a first-come, first-served basis by recognized employee and student organizations, for activities, programs or events. Such use must be for activities, programs or events which are directly related to the purposes of the sponsoring entity. Such use is also subject to the specific restraints and scheduling procedures of the facilities involved. Permission to use facilities is not an endorsement by the college.
 6. Users requiring special facility arrangements, equipment or staffing may be assessed charges in accordance with required rate tables published by the administrative bodies involved. In such cases, deposits and financial accountability may be required.
 7. No publicity for any program may be released before the program or activity has been approved and reservations for facility use have been finalized. When media coverage is solicited by the sponsoring entity, that entity must inform the Vice President of Employee and Student Affairs. Media coverage of campus programs and activities must be coordinated by the Director of Communications.
 8. Programs or activities involving off-campus audiences ordinarily must be sponsored by recognized employee or student organizations, or departments within the college specifically authorized to present such programs.
 9. All Programs or activities utilizing sound systems must obtain specific approval for such amplification from the campus or site Facility representative.
 10. Recognized Employee & Student Organizations or Departments specifically authorized to make such charges by the college, may charge admission to campus programs or activities. Officially Recognized student organizations, with the prior approval of and in compliance with written policies and procedures as set forth and available from the Chief Finance Officer may also charge admission to campus programs or activities.
 11. Donations may not be required as a condition of admission to any on-campus program, activity or meeting. Implication by literature or by any arrangement at the program that a donation is required is prohibited.
 12. Outdoor Areas
 - A. General Provisions
 - a. Outdoor areas of the campus may be reserved for activities and programs in accordance with existing college policies and campus regulations.
 - b. Use of outdoor areas must not interfere with the use of those areas by others for other than reasonably short periods, or unreasonably disrupt the orderly

operation of the campus or official college functions, or unreasonably disrupt the peace and quiet of the campus and the community adjacent to the campus.

G. STUDENT-SPONSORED FORUMS, DEMONSTRATIONS AND PROTESTS:

Students may assemble, select speakers, and discuss issues of their choice. The College shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not substantially interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The President or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the President shall make his/her best effort to consult with the Student Senate.

First Amendment principles and Minnesota State Statutes acknowledge and affirm the rights of individuals to petition peacefully and in an orderly manner. This policy on demonstrations and protests is in keeping with these principles and rights.

1. The College permits peaceful demonstrations and protests for the purpose of attracting attention to specific causes and to express grievances.
2. Sponsors of demonstrations or protests must secure a registration permit from the Vice President of Employee and Student Affairs at least 48 hours prior to the scheduled activity.
3. Peaceful demonstrations and protests so registered will be permitted in the following non-reserved areas: specific non-academic public hallways and lounges. These areas and some outside areas may be requested for demonstration and protest purposes through the Communications Director. Such activity is not permitted inside offices, classrooms or laboratories.
4. At no time shall a demonstration or protest block individuals from proper and lawful access to and egress from College buildings and facilities.
5. The College will intervene in the conduct of demonstrations when statutes are violated, when others are deprived of their rights, or when operations of the College are disrupted.
6. Students who violate the College Code of Conduct in the course of a demonstration or protest may be subject to disciplinary action under the student conduct system; as well as, penalties under applicable state laws. Minnesota Statute Section 624.72 addresses the issue of demonstrations and states that, "Whoever, intentionally, or through coercion, force or intimidation, denies or interferes with the lawful right of another to the free access to or egress from or to use or remain in or upon public property or in a like manner interferes with the transaction of public business therein or thereon may be

sentenced to imprisonment for not more than one year or a fine of not more than \$3,000 or both.”

7. The College permits the use of its facilities by student organizations, individual students and the public in compliance of state and federal rules, regulations and law. College activities are given priority for use of facilities over individual students or outside groups. Individuals or groups desiring to use space must make a request to the reservation staff. Nominal charges may be made if the event requires special equipment, additional personnel including security and/or extended building hours.
8. Reservation staff shall approve applications properly completed unless there is reason to believe:
 - a. The facility is inadequate or inappropriate for the planned event.
 - b. The organization is under disciplinary penalty prohibiting its use of College facilities.
 - c. The proposed use includes an activity that would violate state law, city ordinance, or College policy.
 - d. The proposed use would constitute an immediate or potential danger to the peace or security of the College that available law enforcement officers could not control or would disrupt or disturb other scheduled programs.
 - e. The proposed activity would constitute an unauthorized or perceived joint sponsorship with a private individual or organization.

H. POLITICAL ACTIVITY:

Riverland Community College encourages free inquiry into and free expression of ideas. However, individual rights and effective operation of public facilities need to be protected and maintained. Therefore, political activity, as defined below, is permitted on-campus subject to reasonable regulation of time, place and manner. No individual or group following reasonable regulations of such activity will be denied access to College facilities.

Political activity means action by a person or persons promoting the candidacy of an individual or group of individuals or favoring a particular position on a public issue. Such activity may include:

- Distribution of political literature including handbills/flyers, cards, buttons and pamphlets
- Requests to sign petitions
- Discussions of candidates or issues

Such activity may be limited to:

- Use of available public areas in College facilities for political activity is encouraged and must be scheduled with the College reservation staff.
- Political activity is not permitted in classrooms, laboratories, library or offices, except as a part of a scheduled class activity under the direction of a faculty member responsible for the class.
- Individuals or groups engaged in political activity located in such a way as to impede the normal flow of pedestrian or vehicular traffic will be directed to move to another location.
- No person or group shall have the right to place political signs, posters, banners or similar material on or in College property. Political student organizations that are recognized under the appropriate College regulations may post signs announcing meetings of the organization.
- Individuals may only place signs, banners, flyers or posters on their own vehicles. Such vehicles must be operated and parked in accordance with College parking regulations.
- The use of sound trucks or other sound amplification equipment is prohibited on College property except when special permission has been given in accordance with College policy for a scheduled event.

I. SOLICITATION:

The College regulates solicitation for commercial, religious, or political purposes. The College will not allow any solicitation that could potentially infringe on the privacy of its students or disturb or interrupt the conduct of the educational process.

Solicitation means the sale or offer for sale of any property or service and/or receipt or request for any gift or contribution. Solicitation also includes the posting of posters and distribution of literature that advertises an off-campus event, product, and/or service that would benefit the sponsor. Displays or exhibits by commercial companies or off-campus employers are permitted.

Solicitations may include, but are not limited to, recognized student organizations collecting membership fees or dues; collecting an admission fee for an activity if it is sponsored by the College, a recognized faculty/staff group, or a recognized student organization. Charitable fund raising campaigns may be conducted on-campus if sponsored by a recognized College group and complies with MnSCU Board Policy 5.22 and the Minnesota Statutes, Sect. 43A.38, subd. 4 and if the enterprise is consistent with the System or its College's educational mission.

Off-campus groups may solicit on-campus with permission of the Communications Director and the event is determined to be a legitimate service to the Riverland student body. Posters and flyers advertising off-campus events, products and/or services shall be

allowed on a limited basis if determined to be a legitimate student service by the Communications Director.

Student organizations may be allowed to solicit funds off-campus. However, the Vice President of Employee and Student Affairs must approve this activity in advance.

Any student organization, whose approved solicitation involves the collection of money, must have the activity approved by the Vice President of Employee and Student Affairs.

Solicitation must be conducted under the guidelines outlined below:

1. A recognized student organization may sell materials clearly related to the purpose of the organization.
2. Solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted on-campus.
3. Solicitation will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, entrances to buildings or common areas of campus buildings.
4. No person will be harassed, embarrassed or intimidated by the person doing the soliciting.
5. Any questions/concerns related to solicitation should be referred to the Communications Director.

J. DISTRIBUTION OF LITERATURE:

Individual student(s) and student organization(s) are responsible for adhering to College policies and for being aware of their liabilities on matters of obscenity, libel, and discrimination. The source of the material and name of the student organization must be stated on the information. Approval by the College to post information or distribute information does not serve as a College endorsement.

K. SPEAKER'S POLICY & STUDENT LIFE ACTIVITIES:

For purpose of this policy, student life activities are those as defined by Minnesota Statute 136F.01, subdivision 5, and as embodied within the MnSCU Student Life policy (2.8 Student Life). These include, but are not limited to, student organizations, student clubs, performance art activities, recreational sports, student life funded programs, and other student life sponsored activities.

L. COLLEGE SPEAKER'S:

The College recognizes the importance of bringing to students, faculty, and the community at large, thought provoking public discussions, seminars, conferences, and exhibitions. These will not necessarily reflect the College position, nor agree with the

majority opinion, and they will not constitute an endorsement since they may represent divergent views.

We are a college dedicated to the continuing development of an academic community. A community where freedom of inquiry and freedom of expression enjoy the highest priority.

The purpose of this policy is to assure the right of free expression and exchange of ideas, to minimize conflict between the exercise of that right and the rights of others in effective use of College facilities, and to minimize possible interference with the College's responsibilities as an educational institution.

M. TIME, PLACE AND MANNER REGULATIONS:

The time, place, and manner of exercising speech on the campus are subject to regulations adopted by College administration. Orderly conduct, non-interference with College functions and activities, identification of sponsoring groups or individuals is required. Outdoor sound amplification will be permitted only with the approval of the Communications Director or his/her designee.

N. NON-COLLEGE SPEAKERS:

1. Members of the faculty, academic departments, administrative offices, and recognized student life groups may invite non-college speakers to address meetings on-campus. Student groups that are not recognized by the Student Senate may not invite non-college speakers to address meetings on-campus. If there would likely be extensive public notice or controversy associated with the presence of any speaker on-campus, prior notice should be given to the Communications Director in the case of likely inquiries from external constituencies or the media. The Safety and Health Officer should also be contacted in the case of possible protestor disruption. Except for special circumstances, this notice should be provided two weeks in advance of the event.
2. The presence of a guest speaker on the campus of Riverland Community College does not necessarily imply approval or endorsement by the College of the views expressed by the guest speaker or by anyone else at the event.

The person or organization sponsoring a speaker around whom there would likely be extensive public notice or controversy is responsible for including the above statement in its advertisements, announcements, and news releases. If deemed appropriate, the College administration may also require that the above statement be read at the beginning of the event. Whenever the College administration considers it appropriate, it may require either or both of the following:

- The meeting to be chaired by a person approved by the College, and
- The speaker to be subject to questions from the audience.

3. An invitation to a non-College speaker may be rescinded only if the President or his/her designee, determines, after appropriate inquiry, that the proposed speech will constitute a clear and present danger to the orderly operation or peaceful conduct of campus activities by the speaker's advocacy of such actions as:
 - willful damage or destruction, or seizure of College buildings or property;
 - disruption of, impairment of, or interference with, classes or other College activities;
 - physical harm, coercion, intimidation, or other invasion of the rights of College students, faculty, staff, or guests;
 - advocacy of violation of law; and,
 - other disorder of a violent or seriously disruptive nature.

Riverland Community College is a community wherein freedom of inquiry and freedom of expression enjoy a high priority. This policy provides a guarantee that every group, whether it represents a minority or majority opinion, is afforded the opportunity for free expression.

While recognizing the right of legitimate protest, the College does not acknowledge any right claimed by a disorderly audience or individual to close down a speech and/or stifle free expression.

Freedom of speech and expression are a right guaranteed to all Riverland Community College community members. Regulations may exist regarding where and when that freedom may appropriately be expressed.

O. SIDEWALK CHALKING:

Chalk messages pertaining to College-sponsored activities and events may be placed in designated areas by officially recognized student clubs and organizations by permission only. Chalk messages, using water soluble chalk, may be placed on paved sidewalk areas on College grounds. Chalk messages must include a sponsorship notation so that the responsible group is identified. Chalking in areas where it is not permitted or chalking is determined to be not part of the College mission or goals will be removed.

All chalking must be removed by the sponsoring group within 24 hours following the activity or event. Chalking may not remain on the sidewalks for a period longer than 2 weeks. Failure to do so may subject the responsible group to a removal/clean-up charge.

P. POSTING POLICY:

For the purpose of this policy, student life activities are those as defined by Minnesota Statute 136F.01, subdivision 5, and as embodied within the MnSCU Student Life policy (2.8 Student Life). These include, but are not limited to, student organizations, student clubs, performance art activities, recreational sports, service-learning activities, student life funded programs, and other student-life sponsored activities.

1. Riverland students, staff, faculty, and student life activities may use college space and services to communicate and advertise Riverland sponsored events.
2. Posters no larger than 11" X 17" can be placed on bulletin boards. They are **not to be posted on glass or painted surfaces.**
3. The general public may post on college bulletin boards, with the permission of the Communications Director.
4. Posters must be attached by masking tape to blocks or cement surfaces and by push pins to bulletin boards. Materials may not be hung on windows or doors.
5. Banners may be placed in designated areas and must be approved in advance by the Communications Director.
6. The Communications Director must stamp all materials for approval. All materials must contain ADA information (alternate formats and accommodations, as well as TTY information). Materials normally are approved for two weeks only. Event advertising should be posted no earlier than 14 days before the event in most instances.

Non-dated advertising (campus employment recruiting, club meetings, etc.) does not have a limit of time. These usually are approved for the semester or for the entire school year.

Any posting that does not have the Approved Stamp or the appropriate ADA information will be removed.

7. Materials may not be placed on windshields of cars or other vehicles on-campus. Violators will be charged for clean up of the grounds (labor costs).
8. All posters, banners, flyers, brochures, and handouts must include the following information:
 - a) sponsor name
 - b) nature of event
 - c) time, date, place if applicable
 - d) admission charge, if any
 - e) appropriate accessibility accommodation statement
9. All non-Riverland related advertising must be approved by the Communications Director and placed only on designated boards. Any non-Riverland notices placed in any other areas will be removed. Personal notices and professional advertisements (magazines, spring break trips) can be displayed for a maximum of two weeks. The posting of non-Riverland materials is for informational purposes only and does not indicate endorsement or support of any given product or service.
10. Groups or individuals advertising on-campus are responsible for the removal

of any materials relating to the event within one working day after the conclusion of the event.

11. Groups or individuals that create a litter problem through advertising will be billed for clean-up services.
12. All materials must be stamped individually.
13. Refusal to adhere to the above policies may result in future denial of advertising privileges.

V. STATE OF EMERGENCY

Refer to the Riverland Community College Crisis Intervention Plan.
<https://staff.riverland.edu/SafetyPlans/Crisis-Intervention-Plan.pdf>

APPENDIX I

PROCEDURES GOVERNING DENIAL OF REGISTRATION TO AN ORGANIZATION, DENIAL OF THE USE OF COLLEGE PROPERTIES AND IMPOSITION OF SANCTIONS

These procedures govern:

1. Denial of registration to an organization.
2. Denial of the use of college properties to authorized users.
3. Imposition of sanctions and suspension of registration.

I. DEFINITIONS

- A. "Authorized representatives" means those persons who have the authority to recognize employee and student organizations.
- B. "Notify" or "notice" means written notification delivered in person or sent by regular mail to the last known address of the person to be notified.
- C. "Off-campus" denotes individuals, or groups which have any members, who are not college students, faculty or staff.
- D. "College properties" means any and all of the buildings and grounds of the Riverland Community College campus or any building or ground otherwise within the direction and control of Riverland Community College.
- E. "Recognized Organization" means an organization sponsored or endorsed by the college or bargaining units.

II. DENIAL OF USE OF COLLEGE PROPERTIES TO AUTHORIZED USERS

- A. The use of the College properties may be denied to authorized users if the proposed activity:

1. is clearly contrary to express College policies or campus regulations concerning the general use of properties or use of specific properties; or
 2. is likely to significantly harm the safety or welfare of persons or property; or
 3. would involve an off-campus audience under circumstances not permitted by the facility management guidelines.
- B. Denials of property use requests shall be reviewed upon the request of the applicant within twenty-four (24) hours by the College President.

III. IMPOSITION OF SANCTIONS

- A. If an Employee or Student Organization violates or is alleged to have violated any college policy or campus regulation previously published, or about which it knows or reasonably should know, in the conduct of its activities on-campus, the Chief Finance Officer or the Vice President of Employee and Student Affairs shall:

If it is an Officially Recognized Organization:

- a. Promptly notify the authorized representatives of the organization (including the college sponsor if applicable) and, if their whereabouts are known, all of the persons alleged to have committed such acts, of the violations alleged, and engage in such discussion, counseling, and conciliation with such persons concerning the alleged violations as the Chief Finance Officer deems appropriate;
- b. If informal discussion, counseling and conciliation efforts fail to resolve the matter, or if the Chief Finance Officer or the Vice President of Employee and Student Affairs feels that organizational sanctions should be considered, the case will be referred to the College President. Notification of the referral and the nature of the complaint(s) will be provided to the organization's authorized representatives (and college sponsor if applicable).
- c. Upon receipt of a referral, the College President will administer and coordinate the adjudication of the case, including authorization of any sanctions imposed, according to procedures applicable to the status of the organization involved. Sanctions imposed may include (but are not limited to) censure, the application of specific terms and conditions to the use of all or specified college facilities for a definite period of time, restitution for damages to facilities, suspension for a period of time or revocation of registration, or probation of any of these sanctions for a period of time on condition of compliance with college policies and campus regulations; provided that no sanction may be imposed unless the steps provided in subparagraph a, above, have been taken or attempted in good faith, and that no sanction imposed hereunder shall become effective until ten days after the date on which notice of the sanction is given the authorized representatives of the organization; and also provided that in the case of suspension such sanction must be specifically approved by the College President.

- d. Upon the imposition of any sanction, the College President shall immediately notify the authorized representatives of the organization (and college sponsor when applicable) of the sanction(s) imposed, the right to appeal and the procedures therefore.

B. Nothing herein precludes the imposition of sanction on individuals who have committed acts in violation of college policies or campus regulations.

Date of Initial Review by President's Cabinet: 2/14/2013

AASC Review (if applicable):

FSGC Review (if applicable): 4/24/2013

Date of Final Approval / Policy Adoption: 6/13/2013

Date & Subject of Revisions: