



Washtenaw Community College

Administrative Procedures for Student Use of College Facilities and/or Grounds

The purpose of these procedures is to insure that College facilities and the grounds owned by the College are maintained in a safe and orderly manner that supports the basic College functions of teaching and learning. The procedures and restrictions outlined in this policy are not intended to impinge upon the rights of members of the student community to express their beliefs and voice their grievances. Rather, this policy is intended to protect and advance the health and safety of the campus community and the educational environment of the College.

These procedures are intended to implement Board Policy #8018 with regard to student access to and use of College Facilities and Grounds. Student access and use of College property are subject to other applicable College policies and procedures, including but not limited to, Student Rights and Responsibilities (#4095) and Conduct and Compliance: Use of Facilities (#6036). These procedures apply to students and recognized student groups. External groups and organizations should contact the Office of Conference Services regarding use of College grounds or facilities.

Eligible Users:

Individual students who are registered for one or more credit hours and attending the College at the time of the event and WCC Student Groups registered by the Office of Student Activities may schedule use of College facilities and grounds, including the Athletic Fields, for meetings, rallies, demonstration, events, games, and other similarly related activities. For any of the above activities involving more than five (5) students, and for any event involving use of the Athletic Fields, the students or student groups must first reserve the facility or grounds through the Office of the Associate Vice President for Student Services or his/her designee before using the facility or grounds.

Scheduling of Facilities and/or Grounds:

1. Students and student groups must submit a reservation form to the Office of the Associate Vice President for Student Services ("Office of the AVPSS") or his/her designee (currently Student Activities) to use the requested facility or area of the grounds at least five (5) business days prior to the scheduled use.
2. The reservation form shall state the name of the students and/or student groups, the names of the persons responsible for the meeting, rally, demonstration, event, or other related activity, the date and time requested, the number of persons expected to participate, and whether tables, chairs, amplifiers or other equipment will be used.

3. Within three (3) business days of its receipt of the reservation form, the Office of the AVPSS (or designated office) will notify the students, or student groups whether the requested date and time for the proposed activity is available. Use of the College's facilities and/or grounds will be recognized on a first-come, first-serve basis. The AVPSS may limit the number of groups permitted to use the requested facility and/or area of the grounds on any given day or at any time during the day in order to protect safety and property, maintain the normal operations of the College, facilitate campus traffic and prevent the substantial disruption of or material interference with College activities.

4. Use of College equipment must be requested separately through the Media Services office.

5. Use of amplification in the College's facilities or grounds must be cleared with the Office of the AVPSS before the proposed meeting, rally, demonstration, event, or other related activity takes place. The Office of the AVPSS may restrict the use of amplifying equipment in order to protect safety and property, preserve the educational mission and maintain the normal operations of the College, and prevent the substantial disruption of or material interference with College activities. The Office of the AVPSS will provide notice of any such restriction to the students, and/or student groups within three (3) business days of its receipt of the reservation form.

Other Guidelines:

1A. The College's facilities and/or grounds may be used between the hours of 8:00 a.m. and 10:00 p.m. The facilities and/or grounds may not be used at any other time. Other restrictions may apply, depending on the type of facility requested, the number of persons anticipated to attend, and College staffing required by the event.

2A. Use of the Community Park will be limited to two hours per group per day.

3A. The use of the College's facilities and/or grounds by particular students or student groups is limited to no more than two consecutive days and no more than six days per month, except for regularly scheduled meetings of registered student groups.

4A. If placards and/or posters are used or intended to be used, notice of the same must be provided with the reservation form, and are subject to the limitations of this policy, including but not limited to guideline 5A. Although students or student groups may use certain amplifying equipment during their meeting, rally, demonstration, event or other related activity (after obtaining clearance from the Office of the AVPSS), neither students nor student groups may use bullhorns.

5A. No materials or speech are allowed that are obscene, libelous, or directed to inciting or producing imminent lawless action and likely to incite or produce such action.

6A. Before any meeting, rally, demonstration event or other related activity, students and student groups must notify the Office of the AVPSS if they intend to use or place tables, chairs, structures, tents, or other equipment on the College grounds. No tables, chairs, structures, tents or other equipment will be used or placed on the College grounds unless first cleared with the Office of the AVPSS.

7A. The person or persons requesting use of the facility are responsible for ensuring that the area or room is left clean, uncluttered, and in good repair. Failure to do so may curtail future use of College facilities and/or grounds by the students or student groups. Any damage to

- College property or the property of others that is caused by the use shall be reimbursed by the person or persons requesting use of the facility.
- 8A. The person or persons requesting use of the facility must be at the event for the entire duration, or a substitute must be approved in advance by the College.
 - 9A. “Fronting” is not allowed. “Fronting” is defined as permitting a non-College affiliated individual or organization to use College facilities under the guise that the activity is a student group activity in order to avoid payment for use of the facility. No student group may reserve space for the purpose of allowing an outside individual or organization to advertise, hold meetings, and/or sell items without the express permission of the AVPSS.
 - 10A. Any student fundraising event or activity shall be approved in advance in order to avoid duplication and undue overlap of fundraising efforts by student groups. No commercial or charitable solicitation is allowed, except for pre-approved fundraising activities. Any event resulting in financial benefit to a group or organization outside of the College may be denied use of the facility.
 - 11A. Use of animals must be approved in advance by the College.
 - 12A. Student or student groups may distribute written material in the eating area of the first floor of the Student Center Building, but may not distribute written material to more than five (5) other persons in any other facility or building except that a student may distribute written material to other students enrolled in the same course if such distribution is required by the instructor or the student’s course. Students and/or student groups may also distribute written material on College grounds. Distribution of written material by students or student groups is permitted in the above-specified manner provided that such distribution does not cause, or could be reasonably anticipated to cause disruption to College operations. “Distribute” or “distribution” means individual or collective circulation or dissemination of written material by means of handing or passing out free copies, selling or offering copies for sale and accepting donation for copies.
 - 13A. Exercise of rights under this section is allowed as long as such exercise does not interfere with entry to or exit from a building, structure, or facility; does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, building, or facilities; does not materially interfere with or substantially disrupt the College’s educational mission or activities; does not invade the rights of others; and does not violate applicable state, federal or local laws or regulations.

Appeal Rights:

In the event that a student or student group disagrees with any decision made by the Office of the AVPSS under this Policy, the student or student group may appeal the decision to the Office of the President with five (5) business days of the date of the decision provided by the Office of the AVPSS. Within five (5) business days of receiving notice of the appeal, the Office of the President will review the decision made by the Office of the AVPSS, hear any statement, argument or evidence the student or student group wishes to offer in support of the appeal, and issue a determination as to whether the decision by the Office of the AVPSS will be affirmed or reversed.