

Revision Responsibility: Associate Vice President for Student Services  
Responsible Executive Officer: President

Source/Reference: [TBR Policy 1:03:02:50](#)  
T.C.A. § 8-5-1001  
Political Campaign-Related Activities at Colleges & Universities,  
September 2011, Hogan Lovells US LLP

#### PURPOSE

To regulate the use of its campus property and facilities in order to be consistent with the College mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations.

#### POLICY

Columbia State Community College adheres to [Tennessee Board of Regents \(TBR\) Policy No. 1:03:02:50](#) relative to Use of Campus Property and Facilities. This policy shall be implemented and construed so as to ensure no undue disruption of that mission, promote an educational atmosphere on campus; prevent commercial exploitation of students; and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the TBR, and the Institution.

In establishing this policy, Columbia State recognizes the importance to the educational process and environment for persons affiliated with the College including officially recognized student organizations and other groups to have reasonable access to, and use of the educational facilities on campus to hear various views.

Simultaneously, Columbia State also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, Columbia State does not ordinarily make its buildings or other facilities available to outside individuals or groups. Exceptions may be made only if the proposed use is consistent with this policy and institutional policy and mission.

#### I. Definitions

For the purposes of these regulations, the following definitions shall apply:

- A. **Affiliated Entities** - officially registered students, student groups, or student organizations, and/or partner institutions.
- B. **Affiliated Individuals** - persons officially connected with the Institution, including students, faculty and staff.

- C. **Non-affiliated Entities** - any person, group, or organization that is not an “affiliated entity or individual.”
  - D. **Non-affiliated Individual** - any person who is not an “affiliated individual.”
  - E. **Student** - a person who is currently registered for a credit course or courses, non-credit course or program at the College, including any such person during any period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period.
- II. Access to Campuses
- A. In general, Columbia State Community College's campuses and facilities are restricted to the Institution, Institutional administration for official functions, affiliated individuals/entities, and invited or sponsored guests of the College, except as specifically provided by this policy, related policies, or when part or all of a campus, its building or facilities are open to the general public for a designated time and purpose. Visitors desiring a campus tour should contact the Admissions office at the Columbia campus or the director’s office at the other campuses. Members of the public may utilize certain recreational facilities when available and not in use by the College in accordance with the procedures and process set forth in this policy.
  - B. All persons utilizing College facilities are subject to all applicable federal and state laws and regulations, policies and guidelines of the Tennessee Board of Regents, and rules and regulations of Columbia State, including traffic and parking regulations.
  - C. All persons on any Columbia State campus shall provide adequate identification, upon request, to appropriate officials and security personnel. College staff and students who refuse to provide appropriate identification may be subject to disciplinary action. Other individuals who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.
- III. General Conditions of Use of Property and Facilities
- A. Use of campus property and facilities, according to prior approval requirements for meetings and activities, is subject to the restricted number of persons who may attend in agreement with required building fire codes and safety standards.
  - B. No assembly, meeting, demonstration, or other activity shall be permitted on any Columbia State property or in any campus building or facility when:

1. Use of the property or facility cannot be reasonably accommodated in the area requested, or that the set-up/take-down time required for other previously scheduled activities cannot be met.
  2. Use of the property or facility would cause substantial disruption or unreasonable interference with the normal academic activities of the College.
- C. Facilities, buildings and grounds not specifically identified as available for use are specifically unavailable for use other than for normal administrative or educational purposes.
- D. Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official. The official will take into account the College mission and the nature of the facility or property requested, location, and time of day. (Sound amplification may be restricted during class times.)
- E. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable College policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
- F. College regulations governing the conduct of assemblies, meetings, and demonstrations of affiliated groups, organizations, and individuals shall apply to assemblies, meetings, and demonstrations of non-affiliated groups, organizations, and individuals.
- G. Groups and organizations, affiliated or non-affiliated, utilizing college facilities may not make temporary or permanent alterations to campus facilities and/or equipment without prior approval of the College. If unapproved alterations are made, the group or organization shall restore the facilities and/or equipment to its original state.
- H. Groups and/or organizations, affiliated or non-affiliated, utilizing college facilities must have a sponsor and/or responsible supervisor.
- I. Users of facilities and/or property and/or their sponsor(s) are responsible for all activities associated with the event.
- J. Use of the requested campus facility and/or property shall be limited to the declared purpose on the application for use/access.
- K. Non-affiliated groups and organizations will be assessed a rental fee and shall also be required to provide a performance bond or insurance guaranteeing performance of the user's obligations. All individuals and/or entities, by making

application for registration of an activity and by subsequent use after approval by the College, agree to indemnify the College and hold it harmless for any and all liabilities arising out of the use of the property and/or facilities, including, but not limited to, personal injury, property damage, court costs, and attorney fees.

- L. The College shall identify specific facilities, uses, or events for which bond, security, and/or liability insurance will be required. In setting its policy, the College may consider the nature and uses of particular facilities and/or locations on campus and the anticipated event size or attendance for any use of campus facilities and/or property. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.
- M. Priority for scheduling college facilities will be as follows:
1. Academic
  2. Student activities
  3. Columbia State sponsored educational use
  4. Public service groups
  5. Government agencies
  6. Community oriented non-profit organizations, and
  7. Other uses allowed by this policy.
- N. The use of, and/or possession of alcoholic beverages and/or any drug or controlled substance, or sale or distribution of any such drug or controlled substance on any Columbia State property is strictly prohibited.
- O. Possession of firearms, weapons, and/or explosives on any Columbia State property is strictly prohibited. Law enforcement officers, when in the discharge of their official duties, are permitted to carry firearms on college property.
- P. Smoking, or use of other tobacco products, is prohibited inside any Columbia State buildings or within 10 feet of the building entrance/exit areas.
- Q. Affiliated and non-affiliated activities that include meals or refreshments must be coordinated with the campus food service provider at the Columbia campus.
- R. College property and facilities may not be used by any non-affiliated entity/individual for the conduct of profit-making activities except when engaged in a business relationship, pursuant to a contract, with the College and/or when a rental or lease agreement is in place specifically for such temporary purpose.
- S. Columbia State reserves the right to make final determination on the use of all college facilities, buildings and grounds, as well as to terminate the use of campus facilities or property by any group, organization or individual which

violates any provision of Tennessee Board of Regents policy, College policy, local, state, or federal law or regulation.

IV. Political Use

- A. Candidates for public office may be invited to speak on campus, provided the proper registration requirements have been met and equal opportunities are given to all candidates for the same office. Political fundraising at such an event is strictly prohibited.
- B. Candidates for public office may not post political signs and/or advertising on Columbia State campuses.
- C. Student organizations are allowed to disseminate material regarding campus or general election information after registering with the office of student services.

V. Religious Use

- A. Affiliated entities may utilize campus property and facilities for the purpose of religious worship or activities after the Internal Facility Usage Application (Appendix B) is completed and approved.
- B. Non-affiliated entities may utilize campus property and facilities, on a temporary basis, for the purpose of religious worship or activities after the External Application for Facility Use (Appendix D) is completed and approved.

VI. Literature Distribution or Sale

- A. Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization, or individual is subject to the specified registration requirements and procedures of the College. Literature and/or advertisements may only be sold or distributed in conjunction with an approved application for use of campus facilities as requested in the application for use. Such applications shall be evaluated by the same standards established under this policy for the associated use/access of campus facilities and/or property.
- B. Any literature which is, or which is proposed to be, distributed or sold shall comply with all applicable federal, state, and local laws and regulations, and with the regulations and policies of Columbia State and the Tennessee Board of Regents. No obscene material, as defined by law, may be distributed.
- C. Columbia State shall designate the locations on campus that are available for the sale or distribution of literature; however, the sale or distribution shall not be permitted within classrooms, libraries, other academic buildings or facilities or administrative and employee offices and work areas.

- D. Columbia State shall have the right to terminate the distribution or sale of literature, including any obscene material as defined by law, by any group, organization, or individual, which violates the provisions of [TBR Policy No. 1:03:02:50](#), or federal, state or local law.

VII. Solicitation

- A. Solicitation for commercial purposes is prohibited on all the property owned or leased by the Institution, unless specifically provided for in a College contract.
- B. Columbia State may require any group, organization, or individual to verify the use, application, or disposition of funds solicited on campus property.

VIII. Advertising

- A. Affiliated groups, organizations, or individuals may place advertising materials on campus property in such places as are designated by the College.
- B. Non-affiliated groups, organizations, or individuals may place no advertising signs, posters, or other material on campus properties or facilities.

IX. Bulletin Boards

- A. Use of campus bulletin boards is limited to affiliated groups, organizations, individuals, and to official use by the College. Commercial signs, posters, etc., are prohibited. The office of student services must approve any exceptions to this general rule.
- B. Columbia State requires prior approval for the use of all bulletin boards on its campuses.

IV. Rental Rates and Related Charges

A. Affiliated Entities

1. Columbia State provides facilities and services, without charge, to affiliated groups, organizations, and individuals.
2. Affiliated entities may be assessed the cost of providing maintenance, custodial services, audio/visual resources, and/or security services as a result of their use of campus property or facilities. All costs and fees shall be assessed to all similar uses on a content/viewpoint neutral basis.

B. Non-Affiliated Entities

Rental rates for non-affiliated entities may include the fair market value of providing the property or facilities, which may include overhead, depreciation, maintenance and security expenses.

C. Exceptions

The College president, or his or her designee, reserves the right to waive rental rates and related charges for use of campus facilities, equipment, and custodial fees.

D. Payment

Payment is to be submitted to the Columbia State Business Services office along with a copy of the signed agreement by the close of business on the day of the event, or by close of business on the first workday immediately following the event.

E. Charges

Please see Guidelines: General Fee Structure (Appendix A) regarding the assigned charges for use of Columbia State facilities and services.

## PROCEDURES

I. Use of Property and Facilities

A. Affiliated Entities

1. Groups affiliated with Columbia State must submit an Internal Facility Usage Application (Appendix B) at least five (5) business days (excluding weekends and holidays) prior to the event or activity. Where an application for an event involving an outside speaker involves payment of a total fee and/or expenses in excess of \$2,500 from Institutional funds, the request must be submitted at least twenty (20) working days prior to the date of the proposed speaking engagement.
2. Affiliated entities should reference Appendix C, Facility Reservation Schedule, for a schedule of the available campus facilities, the assigned facility coordinator, and the hours of operation for the requested facility.
  - a. The associate vice president of student services will review the requests that relate to or will take place on the Columbia Campus. The appropriate campus director will review the request for other locations.

- b. Approval or denial of the request will be in writing and may take the form of an email message. Written disapproval of a request will include a statement regarding the basis for disapproval. Written approval or disapproval of a request will be provided to the applicant within a reasonable time, usually within five (5) business days. Notices of approval/disapproval will be made available at the office where the request was made. It shall be the responsibility of the applicant to obtain notice of the approval or denial of any application submitted pursuant to this policy. Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the Institution's mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. See Section II for examples of reasons for denial.
- c. The president, or his or her designee, may approve requests to use facilities filed less than five (5) business days, twenty (20) days in the case of a speaker paid from institutional funds, before the event if it is determined that the use of the property requested can be accommodated reasonably and that adequate cause exists for late filing of the Internal Facility Usage Application (Appendix B). Approval of late requests shall be within the sole discretion of the president or designee. The decision of the president or designee shall be final.
- d. Use of facilities is limited to one-time only events, short-term, intermittent, and/or repeat use of campus facilities where access/use of facilities/property are permitted without an associated rental/lease of fee. Such uses shall be limited to circumstances where the College does not actually, or effectively, cede occupancy or control of any college property. The president or designee, may, at his or her discretion, give permission to affiliated entities in cases where the meetings are limited to members of the organization, for the repeated use of facilities. Approval for repeated or intermittent use of any facility or property pursuant to this policy may not exceed four (4) months in length and may only be renewed or repeated after review to determine that such use does not conflict with an institutional need, or another request for access/use of the facility/space by another eligible person/entity.



- e. Faculty may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where attendance at the class session or meeting will be limited to members of the class and invited students and employees where no fee or compensation from state funds will be paid to the speaker.
- f. The affiliated individual(s) or affiliated entity or entities sponsoring a guest speaker or event will be responsible for the conduct of both the speaker and the non-affiliated guests at the event as well as compliance with all laws, TBR and Columbia State rules and/or policies while present on campus or using campus facilities or property.

**B. Non-affiliated Entities**

- 1. All non-affiliated entities must submit an External Application For Facility Use (Appendix D) and a signed Non-affiliated Origination Form (Appendix E). A list of available facilities and the related charges can be found in the Guidelines: General Fee Structure (Appendix A.)
- 2. To reserve facilities at the Columbia campus, non-affiliated entities must contact the office of advancement.
- 3. To reserve facilities at any of the Columbia State centers or sites, non-affiliated entities must contact the respective campus director.
- 4. All application forms must be submitted to the appropriate office at least five (5) business days prior to the day of the event or activity.
- 5. The alumni relations and community events development officer will review the requests that relate to or will take place on the Columbia Campus, with the exception of the athletic facilities and athletic fields. The appropriate campus director will review the request for other locations. Request related to athletic facilities and/or athletic fields must be submitted to the associate vice president of student services. Approval or denial of the request will be in writing and may take the form of an email message.
- 6. Only public service groups, government agencies, and community oriented non-profit organizations will be considered for facility fee rental waiver or reduction. The following types of non-affiliated entities will be considered:
  - a. Statewide, regional or local meetings of the Tennessee educational organizations;

- b. Statewide, regional or local programs sponsored by a person or group with a specific public service function and/or is not for profit (i.e., a non-profit organization);
    - c. Statewide, regional or educational programs of other groups or associations of an in-service or educational nature; and
    - d. Non-regularly scheduled meetings, banquets, and programs sponsored by groups and/or organizations that routinely contribute financially or in-kind to the advancement of the College.
  7. In utilizing campus property or facilities, non-affiliated groups, organizations and individuals shall provide the following:
    - a. adequate bond or other security for damage to the property or facilities during the period of the use;
    - b. personal injury and property damage insurance coverage,
    - c. a performance bond or insurance guaranteeing or insuring performance of its obligations under the contract; and,
    - d. other types of insurance in such amounts as are designated by the Institution.
  8. All public service groups, government agencies, and community oriented non-profit organizations are subject to user fees related to overhead, depreciation, maintenance, equipment, and security expenses.
  9. When non-affiliated entities require food services, they must use contracted food services if a vendor contract is in place at that location.
  10. All costs will be calculated based on internal guidelines at the time the request is submitted. See Guidelines: General Fee Structure (Appendix A.)
  11. There will be no charges for College-related activities or activities that are being hosted or sponsored by the College.
  12. Meeting the needs of internal constituencies will take priority over external requests.
  13. The College president must approve any exceptions to this policy. The decision of the president will be final.
- C. Unassigned Areas

Any affiliated entity or affiliated individual or non-affiliated entity or individual

wishing to assemble, demonstrate, distribute literature or engage in similar public activity on one of the Columbia State campuses must complete a request form at least five (5) business days in advance of the desired date of the activity. The associate vice president of student services will review the requests that relate to or will take place on the Columbia Campus. The appropriate campus director will review the request for other locations. Approval or denial of the request will be in writing and may take the form of an email message. Disapproval of the request to use the unassigned areas will include a statement regarding the basis for the disapproval. See Section II for examples of reasons for denial.

Upon written approval, the requesting individual or entity must adhere to the following guidelines in addition to the applicable conditions listed in this policy:

1. The activity must be held in the following unassigned areas (see Appendix F), unless otherwise specified:
  - a. Columbia Campus – Area between the grassy areas in front of student parking (near Clement and Webster.)
  - b. Williamson County Campus – Northeast corner of the patio, outside the east entrance and adjacent to the spruce tree.
  - c. Lawrence County Campus – Northeast grassy area next to the parking lot.
  - d. Lewisburg Campus – East side of campus by the large parking lot, on the steps and on the sidewalk in front of the steps.
  - e. Clifton Campus – Grassy area on the south side of the building toward Highway 114.
2. Participants in the activity must remain in the unassigned area.
3. The activity may not take place in a classroom, library, or other academic building or facility.
4. The activity may not take place in an administrative area, employee office or work area.
5. The activity may not block or impede the flow of pedestrian or vehicular traffic.
6. Participants may not make physical contact with others.
7. Participants must leave the area free of debris and litter.

8. Sound amplification is prohibited in unassigned areas.
9. No Columbia State equipment is to be used during the activity.
10. The activity must not interfere with scheduled Columbia State sponsored activities.
11. All Columbia State and TBR policies and procedures and local, state and federal laws must be obeyed.
12. Activities may not take place during primary exam or registration weeks in any semester.
13. Activities may not take place before 8:00 a.m. or after 6:00 p.m. Activities may not take place on Saturdays, Sundays or when the College is closed.
14. Activities are limited to a total of four per month for any individual or entity requesting usage. The College will consider additional requests for activities.
15. Children under the age of 18 are not permitted to participate in the activity without being accompanied by an adult.
16. Columbia State is not responsible for equipment used by the participants in the activity.

## II. Denial of the Use of Facilities

Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the Institution's mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Columbia State may deny affiliated entities or affiliated individuals or non-affiliated entities or non-affiliated individuals the use of College facilities, including unassigned areas. Such reasons may include, but are not limited to, the following:

- A. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority.
- B. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant.
- C. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances.

- D. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration.
- E. The applicant or sponsor of the activity has been responsible for violation of College or TBR policy during a previously registered use of campus property or facilities.
- F. The applicant has previously violated any conditions or assurances specified in a previous registration application.
- G. The facility or property requested has not been designated as available for use for the time/date.
- H. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested.
- I. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made.
- J. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the Institution, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic.
- K. The activity conflicts with existing contractual obligations of the Institution.
- L. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the Institution's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the Institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors.
- M. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR, or the College.
- N. Certificate of liability insurance of not less than \$1,000,000 not presented.
- O. The activity conflicts with scheduled college activities.

*August 2, 1989; Revised: March 10, 1999 (revised rental rates and related charges for use of facilities and/or equipment and clarified procedures for scheduling facilities); February 11, 2002 (new policy format and new policy number combining policies 04-20, 06-08, 06-09, and 06-10); May 8, 2002 (to include extended campuses); July 22, 2004 (updated titles and revised Appendices A, B, C and D); February 27, 2013 (TBR policy 3:02:02:00 deleted, policy aligned to meet new TBR policy 1:03:02:50 established, appendices combined, new appendices added, new policy format and updated titles).*