
Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

Use of College District Facilities

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

Facilities Used as Polling Places

The College District shall make its buildings available as polling places in accordance with GD(LEGAL) and Election Code 43.031(c).

During the time that the College District is serving as a polling place, electioneering activities, including the posting of political signs, shall be allowed on campus except in areas prohibited by state law. The College District enacts the following reasonable regulations concerning electioneering:

- No political sign shall be larger than 24 27 inches by 24 48 inches.
- No political sign shall be attached to any College District-owned property.
- Each political sign shall be installed using a stake of 1/4 inch diameter or less.
- No electioneering activity, including the posting of political signs, shall pose a hazard to the health or safety to any person on the College District campus.
- No electioneering activity, including the posting of political signs, shall cause damage to any public or private property on the College District campus.
- No electioneering activity, including the posting of political signs, shall cause any disruption to the educational processes on the College District campus.
- All electioneering activity shall cease immediately after the closing of the polling place on College District property, and all political signs shall be removed within 24 hours after the closing of the polling place.

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Requests

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the College President or designee in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The College President or designee shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program; or
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Community members and organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful; **including but not limited to expression that is considered prohibited harassment (to include discriminatory harassment) or antisemitism, as that term is defined in Texas Government Code, Section 448.001(2); [See GD (LEGAL)]**
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

For-Profit Use

The College District shall not permit individuals or for-profit organizations to use its facilities, with the following exceptions:

1. For-profit organizations may present public performances of music or drama for up to seven calendar days in a calendar year.
2. For-profit organizations may enter into lease agreements for the use of College District-owned facilities if the College President determines the lease to be in the best interest of the College District.

Nonprofit Use

The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with any College District policy. No agency may use the College District's facilities more than seven days in a calendar year.

Exception

Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.

Campaign-Related Use

Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

No Approval Required

No approval shall be required for nonschool-related recreational use of the College District's intramural fields when the facilities are not in use by the College District or for another scheduled purpose. Use of these fields is limited to short-term, intermittent use. Use of the baseball and softball fields shall be prohibited unless the user has prior approval from the athletic department.

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<i>Written Notice If Request Rejected</i>	The College President or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Emergency Use	In case of emergencies or disasters, the College President or designee may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
Repeated Use	The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.
<i>Exception</i>	Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.
Scheduling	Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The College President or designee shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.
Use Agreement	Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use	<p>A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
<i>Exception</i>	Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.
Required Conduct	<p>Community members and organizations using College District facilities shall:</p> <ol style="list-style-type: none">1. Conduct business in an orderly manner;2. Provide identification when requested to do so by a College District representative;

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3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;

3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The College President or designee shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization, except for political signs that are permitted under state law and this policy at the times that the College District is serving as a polling place. ~~or the posting is in a common outdoor area subject to administrative procedures.~~

Election campaign signs will be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate Vice President for Student Services (or designee), during the period of early voting and on Election Day when the campus is a voting site. In the case where one sign contains information about more than one candidate, that sign shall count as one of the five signs allowed for each of the candidates contained on the sign. Such signs will be limited to a size not to exceed 24 ~~22~~ x 24 ~~28~~ and must be either hand-held or staked into the ground. However, use of t-posts will not be allowed.

Signs placed outside of the designated location will be removed by the facilities/plant manager or designee and held for pick up in the plant facility for no longer than five days from removal. If not picked up within five days, the College District will dispose of the signs.

Issues-based campaign signs are limited to three signs per political action committee per issue, either supporting or opposing the issue.

Tents, awnings, and shelters will not be permitted on College District property. Amplified sound will not be permitted within 1,000 feet of the polling location.

All electioneering must comply with applicable election laws.

Restrictions A sign shall not be larger than 24~~22~~ inches by 24~~28~~ inches, unless authorized by the Vice President of Student Services (or designee). A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal Persons posting signs shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. In the case of signs that are for an election, they should be removed within 24 hours after the closing of the polls.

A sign posted in accordance with this section shall not be removed without permission from the Vice President of Student Services (or designee) or the person posting the sign.

Exception A College District support organization may post a sign in College District facilities with prior approval of the College President or designee in accordance with the procedures developed for that purpose.

Identification A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.

Violations of Policy Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

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Interference with
Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.