

Use of CSU Space by Special Groups

Summary

Columbus State University and University Support Services have established policies that guide special groups in using CSU space.

Purpose

The purpose of this document is to describe how special groups may use CSU space.

Policy

Free Expression: Speeches and Demonstrations, Marches, Distributions of Written Materials, Solicitation, and Voter Registration Drives

No rights are more highly regarded at CSU than the First Amendment which guarantees freedom of speech, freedom of expression and the right to assemble peaceably. The University is committed to providing groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. CSU's approval of such events in no way supports, fails to support, agrees or disagrees with ideas that may be voiced in the area. However, the University does make provision for the expression of diverse viewpoints in an academic setting.

In order to achieve this objective, while insuring the University fulfills its mission, CSU has the responsibility to regulate the time, place, and manner of expression. This regulation is to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve University property and provide a secure environment to individuals exercising freedom of expression.

a. Provisions - In order that the persons exercising freedom of expression do not interfere with the operation of the college or rights of others, the following shall apply without exception to any form of expression.

1. Events which may obstruct vehicular, pedestrian or other traffic must be approved three business days in advance by Public Safety, Associate VP for Student Affairs, and Enrollment Services or designee.

2. Use of sound amplification on campus is regulated and must be approved three business days in advance by Public Safety and University Support Services or designee.

3. There must be no obstruction of entrances or exits to any CSU facility.

4. There must be no interference with educational activities inside or outside of CSU facilities.
5. There must be no harassment of passers-by or other disruptions of normal activities.
6. There must be no interference with scheduled University ceremonies or events.
7. Malicious or unwarranted damage to, or destruction of property owned or operated by the college or by students, faculty, staff, or visitors to CSU is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.
8. There must be compliance with all applicable regulations of the Board of Regents within the University System of Georgia as well as state and federal law. Violators will be referred for appropriate legal or disciplinary action
9. Exceptions to this policy may be appealed to the VP of Business and Finance through University Support Services.
10. No sales or solicitation is permitted without the approval of Auxiliary Services.

A. Political Campaigns

Political Campaigns as stated in the BOR Facilities Policy Manual 910.06:

“The president of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.”

B. Religious Use

Under the directive of our President, CSU may authorize the use of institution facilities for religious meetings/activities. However, such use shall be limited to meetings and activities sponsored by recognized organizations of the institution shall be held only at place

designated by the President. The use of System materials, supplies, equipment, machinery, or vehicles is forbidden.

C. Speeches and Demonstrations

The open areas designated for speeches and demonstrations at CSU locations available while classes are in session may commence at the following times:

Monday-Thursday: 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m. Friday: 11:00a.m. – 1:00p.m.

Use of these areas will be approved through the Dean of Student Services (designee for the associate VP for Student Affairs and Enrollment Services) and coordinated with University Support Services and Public Safety, where applicable. Individuals and groups may use these areas for speaking, demonstrating, and other forms of expression. A request for use of these areas **must** be made at least three business days in advance of the event. All items including, but not limited to, structures, signs, and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two business days.

D. Marches

Marches may take place on streets and sidewalks of CSU's campus between the hours of 10:00a.m. and 4:00p.m., Monday-Friday when school is in session. Plans for an event of this nature **must** be approved by the Associate VP of Student Affairs (or designee) and/or the VP for Business and Finance, City Government, CSU Public Safety, and University Support Services three business days in advance. Limitations may be placed on the time, and manner of such an event in order to serve the interest of safety, prevent disruption of the educational process and protect the rights of others. Marches off campus must be approved by appropriate governing bodies.

E. Sales and Solicitation

1. Distribution of Written Materials- Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be distributed on a person to person basis within the designated Free Speech area between the previously indicated hours. In accordance with the University Posting policy, handbills cannot be placed on cars. The University maintains a position of neutrality as to the content of any written material distributed on the University under this policy.

2. Solicitation of Sales- CSU does not permit the operation of private business enterprises on its campuses, except as otherwise provided by contract. Except as specified by appropriate procedure, all business enterprises operated on any property of CSU or Foundation shall be operated as auxiliary enterprises and shall be under the direct management, control, and the V.P of Business and Finance.

a. Procedure-

Students and Affiliated Organizations- Students may place notices of items for sale on the bulletin boards designated as “Campus Advertising Boards.” The posting of such notices must be approved in the Student Life Office. Students may only solicit for the sale of services through:

Advertisement through the University Relations Office Auxiliary Services (bookstore, foodservice, vending) Athletic Team’s Programs

Fine Arts

b. Non- Affiliated/ Business

Non- Affiliated persons and businesses may only solicit for the sale of items or services on campus through:

Advertisement through the University Relations Office Auxiliary Services (bookstore, foodservice, vending) Athletic Team’s Programs

Fine Arts

F. Voter Registration

Voter registration drives must be coordinated through the Office of Student Life on the respective campus. A request for a Voter Registration Drive **must** be made at least 12 business days in advanced. This can be done by filling out the appropriate event request form via Cougar Scheduler. Permission will not be granted for an activity that violates CSU policies, or local, state, and/or federal laws.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services