

**ABOUT SINCLAIR**

SINCLAIR COMMUNITY COLLEGE  
CAMPUS ACCESS POLICY

Sinclair Community College is a community college district primarily funded by local and state tax revenues for the

implement procedures deemed necessary to give full effect to these policies.

#### I. GENERAL POLICIES APPLICABLE TO ALL CAMPUS ACCESS:

Any unauthorized use of, or access to, Sinclair Community College facilities and/or grounds may result in immediate eviction and/or criminal or civil prosecution. Persons on campus may expect to be asked their purpose for being on campus by Campus Police, and if such persons have no legitimate business on campus, Sinclair Community College Campus Police will ask for the person's identification, and request that the person leave the Sinclair Community College premises immediately, subject to prosecution for trespass in the event that this person returns. The second time this person is found to be on campus with no legitimate business with Sinclair Community College, he/she will be arrested, and Sinclair Community College will prosecute the person for trespass.

No person shall be in any room, area, or facility for purposes other than those for which the room, area, or facility has been intended. Approval for use of facilities may be revoked by Sinclair Community College in an emergency, when any use interferes with regular college use, when facilities are misused, or when Sinclair Community College regulations are violated.

Youth or children's groups shall be supervised at all times by responsible adults provided by the outside organization seeking access to Sinclair Community College premises.

Security for Sinclair Community College shall at all times be under the control of Sinclair Community College, and any activity by outside organizations on Sinclair Community College premises shall be open to inspection by Sinclair Community College at all times.

#### II. SPEAKERS AND PRESENTATIONS BY OUTSIDE ORGANIZATIONS:

The freedoms of speech and assembly guaranteed by the United States and State of Ohio Constitutions shall be enjoyed by the students, faculty and staff of Sinclair Community College, as well as members of the community in the use of facilities on campus. Free discussion of subjects of either controversial or noncontroversial nature shall not be curtailed.

However, because there is no absolute right to assemble, to make or hear a speech or to make presentations, at any time or place regardless of the circumstances; invitations to outside speakers, or to outside organizations for presentations shall be limited in the following particulars:

1. No request to invite an outside speaker will be granted if the speaker, or presentation, is a part of any program the nature of which is otherwise prohibited by this Campus Access Policy;
2. A request to invite an outside speaker, or for presentations by outside organizations, will be considered only when made by a recognized student organization or member of the faculty or staff, or where the speaker, or presenter, is on the program of a meeting or function of a community organization for which access to campus is otherwise permitted;
3. No invitation by such student group, faculty, staff or organization shall be issued to an outside speaker, or presenter, without prior written approval by the President of Sinclair Community College (or his/her designee) for scheduling of speaker/presentation dates and assignment of campus facilities;
4. Speaker Requests shall be made in writing by the group, person, or organization desiring to sponsor the speaker at least three (3) weeks prior to the date of the proposed speaking engagement. (Requests should be submitted as soon as possible, as facilities are assigned on the basis of availability with first preference to functions sponsored by Sinclair Community College, second preference to academic topics, and other topics or functions assigned on a first-come/first-served basis.)
5. Speaker Requests shall identify the speaker, or presenter, and state the name of the group, person or organization sponsoring the speaker, the proposed date, time and location of the meeting, the expected size of the audience, and the topic of the speech or nature of presentation. (Speaker Request forms are available in the Business Services office.)
6. Speaker Requests may be denied if the President (or designee) determines that facilities are not available to accommodate the proposed engagement, if the nature of the program is otherwise prohibited by this Campus Access Policy (for example: the proposed speaker would address a political fund raising dinner), or if the proposed speech will constitute a clear and present danger to Sinclair Community College's orderly operation by the speaker's advocacy of such actions as:

a.

1. Outside persons or organizations (non-employees, and others not a student or recognized student, faculty, or staff organization) intending to solicit students or employees for any purpose, or to distribute literature must, for each visit:
  - a. Give advance notice of at least five (5) business days of such intention to the Director of Business Services, which notice shall include the following: (If less than five (5) business days notice is given, depending on the arrangements required to be made, Sinclair Community College may not be able to accommodate the request for access.)
    - i. the date and time for such solicitation or distribution;
    - ii. the identity of the person or organization;
    - iii. a list of the names of those intending to solicit or distribute literature;
    - iv. whether the solicitation will include distribution of literature; and
    - v. the general nature of the solicitation or distribution;
  - b. Confine all solicitation and/or distribution to non-work areas designated by the Director of Business for their activities;
  - c. Refrain from the solicitation or distribution of literature to employees during their work-time; and
  - d. Abide by all other requirements of this Policy, and other applicable laws, rules, and regulations.
2. Employees, students, and recognized student, faculty, or staff organizations may engage in the solicitation of employees only if such does not interfere with, or occur during, the work-time of the employee being solicited or doing the solicitation.
3. Literature may not be distributed in working areas, including: classrooms, laboratories, lecture halls, gymnasiums, libraries, offices, work stations, conference rooms, and corridors leading directly thereto which are an integral part of the work areas.
4. Internal Sinclair Community College communications systems, such as intra-campus mail system, telephones, copy machines and other electronic equipment, shall not be used for the purpose of solicitation or distribution of literature, except for United Way solicitations and for solicitations or distributions for the benefit of, or on behalf of, Sinclair Community College. (This does not apply to employee use of the Faculty Forum and/or Staff Communicator circulated on campus.)
5. No solicitation or distribution shall be permitted to disrupt or interfere with normal work and educational activities on campus.
6. Violations of this Solicitation/Distribution Policy by employees will be subject to discipline pursuant to Sinclair Community College discipline procedures.
7. Violations of this Solicitation/Distribution Policy by students will subject the student to discipline as provided in the Student Handbook.
8. Outside persons or organizations violating this Solicitation/Distribution Policy will be asked to cease the violation(s) and if necessary escorted off the campus. Flagrant or repeated violations by an outside person or organization will be subject to discipline pursuant to 3.5(i)5.9(e).5(s)-18

1. Administration, faculty, employees, and students of Sinclair Community College in accordance with established Physical Activities Center policies; and
2. Participants in, or spectators at, any athletic or recreational event sponsored or co-sponsored by Sinclair Community College or a recognized student, faculty, or staff organization.
3. Outside organizations may use the facilities provided:
  - a. the intended use is in keeping with the mission and purpose of Sinclair Community College;
  - b. requests advance; for use are made at least 3 weeks in
  - c. facilities are available;
  - d. all applicable fees or deposits are paid in advance; and
  - e. evidence of insurance to defend and hold harmless Sinclair Community College from any possible claims which could arise from such use of the facilities.

Any person making use of athletic/recreational facilities must comply with applicable rules, regulations, or laws.

#### VII. PARKING FACILITIES:

Except for occasional use by civic or community organizations as a parade or march assembly point (for which prior written approval must be obtained from the President or his/her designee), parking facilities are for the use of Sinclair Community College employees, students, visitors, and guests solely to park their vehicles. No other activity in, or use of, parking facilities is allowed. Administration, faculty, staff and students are expected to observe all applicable rules and regulations in using these facilities. Fees, if any, must be paid when due. Parking spaces reserved for use by handicapped persons may only be occupied by properly identified vehicles. Observe all posted traffic regulations.

Pedestrian use of parking facilities shall be limited to travel to or from parked vehicles. No distribution of literature shall be allowed, and no postings are permitted in or on the parking facilities.

#### VIII. FEES, INSURANCE AND FINANCIAL RESPONSIBILITY:

Sinclair Community College has established fees and rental rates for the use of its facilities. Persons or organizations sponsoring any event or function, or availing themselves of Sinclair Community College's facilities, are required to execute a rental agreement and to pay the applicable fee or rental. Depending on the nature of the event or function, an outside person or organization may be required to show evidence of financial responsibility (such as adequate liability insurance naming Sinclair Community College as an additional insured), and agree to indemnify, defend, and hold harmless Sinclair Community College for any and all claims arising out of the event or function. Such evidence of financial responsibility shall be required of outside persons or organizations for the following:

- a. Any event or function which may include the serving or consumption of alcoholic beverages;