

## Procedure 1.0201

### Solicitation Procedure

Solicitations occur in numerous forms, formats, and techniques. For the purposes of this procedure, solicitations are deemed to include, among other activities, attempts to address all or portions of the College community to express social, political, religious or other views; to disseminate written materials; or to request, accept, or collect donations or contributions.

Any individual, organization, agency, or group that desires to solicit on any property which is owned, leased, or operated under the jurisdiction of the College is required to comply with the procedures listed below.

#### A. Expressive Activities

##### a. On-Campus Groups and Individuals

On-campus groups and individuals may reserve designated outdoor space for use in support of their activities. Arrangements for the use of outdoor space shall comply with campus [Facility Use Policy](#) and BCCC protocols.

##### b. Off-Campus Groups and Individuals

###### i. General provisions

Speakers will be granted access to designated areas so long as notice has been provided consistent with this procedure, granting access will not conflict with any previously-scheduled events, activities will not interfere with the instruction or operations of the College, and the designated area is not temporarily inaccessible or unsafe due to construction, act of God or similar cause.

Specifically, for free speech purposes, the College limits representatives from any one organization to one, single-day campus visit per semester. No more than two individuals from any one organization may access campus for each visit, and the College limits campus access to no more than two campus locations, as determined in advance by the College.

Arrangements for the use of outdoor space shall comply with campus [Facility Use Policy](#) and BCCC protocols.

Access will not be denied because of a speaker's viewpoint or the content of his or her speech.

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Access will be granted on a first-come, first-served, space-available basis.

Gross, multiple, or continued violation of this solicitation procedure will result in the soliciting party's loss or suspension of future solicitation privileges on property which is owned, leased, or operated under the jurisdiction of the College.

### ii. Notice Requirement

Speakers must provide written notice to the Office of the President three business days in advance of an intent to speak. Click here for required form, [Solicitation Request Form](#).

Upon arriving on campus, speakers must check in with BCCC's Campus Police Office.

### iii. Information Requirement

Speakers must provide the names of the persons who intend to speak on campus, the anticipated size of the group that will visit campus with the speaker, and the name, address and phone number of a responsible contact person who will be present on campus during the event.

Disclosure of this information is required to permit proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated area.

### iv. Designated Areas

The following areas are designated for expressive activities by off-campus groups and individuals:

1. Quad between buildings one and nine.
2. Outdoor stage by building five.
3. Outdoor classroom behind building five.

### c. Noise Restrictions

No sound amplification is permitted. Also noise levels that are reasonably likely to or do cause a material disruption to the learning environment or the normal administration or operation of the College are prohibited.

### d. Grounds for Denial of Access or Removal from BCCC Property

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Speakers will be denied access or removed from BCCC property for the following:

- i. Failing to comply with this procedure.
- ii. Communicating “fighting words” as defined in case law.
- iii. Advocating illegal conduct that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- iv. Touching, striking, or impeding the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
- v. Photographing, audio recording, or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, audio recorded or videotaped; provided, however, that speakers are allowed to photograph, audio record and videotape themselves and others who are located within the designated area described in section A.b.iv of this procedure and interacting with the speakers.
- vi. Engaging in disruptive or disorderly conduct that is reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College.
- vii. Damaging, destroying or stealing College or private property on campus.
- viii. Possessing or using firearms, explosives, or dangerous weapons or substances.
- ix. Obstructing the free flow of pedestrian or vehicular traffic.

### **B. Distribution of Written Materials**

Pamphlets, publications, advertisements, and any other such materials may not be distributed through any form of the College’s internal mail system. Such materials may, however, be distributed by hand at such time(s) and at such location(s) as may be designated in writing by the College President or designee, so long as the group or individual has complied with the requirements of Section

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A above. Distribution of written materials will not be denied based solely on the content or the viewpoints expressed in the materials.

Any individual, organization, agency, or group that distributes written materials on any property which is owned, leased, or operated under the jurisdiction of the College shall reimburse the College for any of the College's internal or external clean-up costs associated with the distribution of such materials.

### **C. Posting of Messages or Materials**

It is expressly prohibited for any individual, agency, organization, or group not officially affiliated with the College to use any surface such as walls, bulletin boards, trees, or the like located on any property owned, leased, or operated under the jurisdiction of the College to display any written or otherwise visual materials.

### **D. Commercial Use of Bulletin Boards**

The College provides some bulletin board space for its students and employees to advertise or request goods and services. Other than such limited use by the College's students and employees, bulletin boards located on any property that is owned, leased, or operated under the jurisdiction of the College may not be used for commercial purposes.

### **E. Donations and Contributions**

On-campus individuals, organizations, and groups may solicit, accept, or collect donations or contributions on property which is owned, leased, or operated under the jurisdiction of the College for not-for-profit activities only. Prior to engaging in any such activities, individuals, organizations, and groups who desire to solicit, accept, or collect donations or contributions shall request permission in writing from the Office of the President.

This is not meant to include coffee funds, flower funds, wedding or maternity gifts, staff or faculty parties that are on a volunteer basis.

The College Foundation and United Way fund drives are approved by the president.

### **F. Goods and Services**

Students who desire to solicit on any property that is owned, leased, or operated under the jurisdiction of the College to provide goods or services must make their

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request in writing to the Vice President of Student Services. The request must contain a full description of the activity as to time, benefit, etc., in order to be considered. The decision as to whether such request will be allowed or denied and any conditions attached thereto shall be within the Vice President's discretion. The Vice President of Student Services shall respond to all such requests in writing within five (5) working days from the date the request is received.

All other individuals, organizations, agencies, or causes are prohibited from canvassing, selling, offering for sale, soliciting, or promoting the sale or advancement of any goods or services on any property which is owned, leased, or operated under the jurisdiction of the College.

### **G. Other Prohibited Forms of Solicitation**

Other prohibited forms of solicitation, include, but are not limited to:

- i. Placing flyers on vehicles.
- ii. Door to door sales or campaigning (non-campus sanctioned groups), including office to office campaigning by candidates for political office.
- iii. Raffle or gaming tickets not marked a donation.
- iv. Placement of political campaign signs on College property.

### **References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *3.2.12. Fund Raising Activities*

**Cross References:** [Solicitation Policy](#)

### **History**

**BCCC Leadership Council Review/Approval Dates:** *12/14/18,01/28/2020*

**Senior Staff Review/Approval Dates:** *5/2/16*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

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