

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE FREE SPEECH	Procedure 3.03.08.01
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The following regulations and rules shall apply with respect to free speech and expression on Southwestern Community College's campuses.

I. Locations

The following locations shall be designated as "Free Speech Areas" that members of the College community and the general public ("Users") may access and use for free speech events and activities:

1. Jackson Campus – Bradford Hall Gazebo
2. Macon Campus – Cecil L. Groves Center Gazebo
3. Swain Center – Gazebo
4. Jerry Sutton Public Safety Training Center – Gazebo

The College shall clearly mark each of the above locations as a "Free Speech Area." Also, at each location, the following disclaimer shall be displayed: "All information and content in the 'Free Speech Area' is for informational and educational purposes only. All information expressed by the individual or organization using the Free Speech Area is particular to the individual or organization and is not in any way expressing an official belief or viewpoint of Southwestern Community College."

II. Terms and Conditions

A. Access, Traffic and College Operations

1. Users shall contain their presentations and displays to the designated Free Speech Area.
2. Users shall not approach students, staff or other campus visitors.
3. Users shall not impede pedestrian or vehicular traffic or disrupt College operations.
4. No activities conducted in Free Speech Areas shall be at a volume which disrupts College operations. No sound amplifiers (i.e., megaphones, microphones) or excessive shouting shall be permitted.
5. No fliers or handouts allowed.

B. Scheduling

1. The Free Speech Areas shall be open on all days that students have classes and the hours shall be from 9:30 a.m. to 4:30 p.m. unless otherwise extended by the College President.
2. Anyone wishing to use a Free Speech Area must complete an application and submit it to the following:
 - a. Jackson Campus – Business Office, Balsam Center, 1st Floor

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- b. Macon Campus – Business Office
 - c. Swain Center – Administrative Assistant for Enrollment Services.
 - d. Jerry Sutton Public Safety Training Center – Dean of Public Safety Training.
3. A College official shall notify the User if the application has been approved and if the desired time is available. Users shall not be allowed to use the Free Speech Areas unless they have an approved application on file. If the User's desired time is not available due to the space already being scheduled, another time will be suggested.
 4. The College reserves the right to utilize the Free Speech Areas for College operations at any time. If a User has the Free Speech Area scheduled for a time period that conflicts with the College's use, the User shall be informed of the conflict and be reassigned to the next available time. The College shall not be liable in any way to the User for the change in the schedule.
 5. A User may only schedule time once per month.

C. Facilities and Materials

1. Users shall not hang, tape, stand or place signs or other objects that may obstruct vision, signage or walkways or that may damage College property without the College's permission.
2. The College shall not provide additional tables and/or chairs for the Free Speech Areas.

D. Other Considerations

1. Users shall not solicit contributions or donations nor shall they engage in the sale of any items or services.
2. The College shall not be responsible for any loss or theft of the User's personal property.
3. If a User is being disruptive or rude or otherwise not conforming with these regulations and rules, the User will be instructed to alter their behavior and conform with these regulations. If the User continues to violate these rules and regulations, the User will be instructed to leave. Campus Resource Officer(s) shall be notified if a User fails to leave when so instructed by College officials.
 - a. If a User is instructed to leave, he/she shall not be all allowed to use the Free Speech Area for the remainder of the academic or calendar year whichever is longer.
 - b. If a User is instructed to leave a second time, he/shall not be allowed to use the Free Speech Area.

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E. Appeal

1. If a User wants to appeal any decision made by the College based on these regulations, he/she may file a written grievance with the Vice President for Financial and Administrative Services ("Vice President") within five (5) working days after the event causing the grievance. The written grievance must contain with specificity the facts supporting the grievance. Depending on the nature of the appeal, the Vice President will determine to what extent additional facts will be required. The grievant shall provide all pertinent information that the Vice President requests and the Vice President will review the facts and hold whatever discussions he/she deems necessary. The Vice President shall provide his/her written decision to the grievant within ten (10) working dates of receipt of the grievance.
2. If the grievant is not satisfied, he/she may, within five (5) days receipt of the Vice President's decision, appeal the Vice President's decision to the President. The appeal must be in writing and provided to the President. The grievant shall provide a written summary of the specific facts of the complaint, copies of which shall be provided at the same time to all other parties concerned. Upon receipt of the grievance, the President shall review all the information and make whatever investigation he/she deems appropriate. The President shall provide his/her written decision to the grievant within thirty (30) working days. The President's decision shall be final.

Cross Reference: Policy 3.03.08 – Free Speech

Adopted: February 2014, July 22, 2014, October 28, 2014

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FREE SPEECH AREA APPLICATION

This completed and signed Application must be returned to the appropriate Southwestern Community College Business Office at least three (3) business days (Monday - Friday) prior to an event's date to allow for processing and necessary review.

Jackson Campus – Balsam Center

Jerry Sutton Public Safety Training Center – Dean of Public Safety Training

Swain Center – Administrative Assistant for Enrollment Services

Macon Campus – Cecil L. Groves Center

Failure to complete, sign and submit this Application may result in the Application being denied.

1. Name: _____

2. Organization Name (if applicable): _____

3. Telephone: _____ 4. Email: _____

5. Address: _____

6. Are you a Southwestern Community College student or employee? _____ yes _____ no

7. Requested Date to Reserve Free Speech Area: _____

8. Requested Time to Use Free Speech Area: From _____ To: _____

9. Briefly Describe Event/Activities:

By signing below, you agree to follow Policy 3.03.08 – Free Speech and the rules and regulations outlined in Procedure 3.03.08.01 – Free Speech.

Signature

Date

Print Name