



**Cincinnati State**  
**Facility Use Policy**  
**December 22, 2022**

**General Policies**

*A. Statement of Purpose*

As a publicly-funded institution of higher education, Cincinnati State Technical and Community College is responsible to its students and taxpayers for the appropriate and effective use of its facilities. The College shall allocate these resources for college and community functions that advance the College's mission.

Cincinnati State Technical and Community College is committed to providing accessible facilities to student groups, faculty, and staff for the purpose of enhancing and furthering the mission of providing student focused, accessible, quality technical and general education, academic transfer, experiential and cooperative education, and workforce development. This policy will define the use of campus facilities for all members of the College community and guests.

*B. Establishment of Authority*

The buildings, grounds, and facilities of Cincinnati State Technical and Community College are public property, however, the use of College facilities is subject to the approval of the President, or his/her designee, in accordance with such terms and conditions as set forth in this policy. The Facilities Department Facilities Department will have administrative authority over scheduling campus facilities for non-academic events.

*C. Fair Treatment Policy*

Cincinnati State Technical and Community College affirms that no person shall, on the basis of race, age, color, handicap, sexual orientation, national origin, or gender be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices.

*D. Free Speech and Peaceful Assemblies*

Cincinnati State Technical and Community College affirms that the freedoms of speech and assembly guaranteed by the constitutions of the United States and State of Ohio are protected

for students, faculty and staff, and members of the community in the use of campus facilities. This includes the right of free discussion of subjects of either controversial or noncontroversial nature. These freedoms do not give absolute right to individuals outside of the immediate campus community to assemble or make speeches restricted by the Facility Use Policy. Examples of prohibited speech and assembly activities include but may not be limited to:

- The violent overthrow of the government.
- The willful damage or destruction, or seizure and subversion, of Cincinnati State Technical and Community College property.
- The forcible disruption or interference with Cincinnati State Technical and Community College's regularly scheduled academic functions or impairment of other educational or administrative functions.
- The physical harm, coercion, intimidation, or other invasion of lawful rights of College officials, staff, faculty, or students.
- Other campus disorder of an obscene or violent nature.

Demonstrations or Peaceful Assemblies must be registered with the Facilities Department at least 72 hours in advance. Standard space reservation procedures must be followed. All parties participating in demonstrations must abide by the laws of the State of Ohio, and the ordinances of the City of Cincinnati and/or Butler/Hamilton Counties as may be applicable.

The following staff/administration will receive notification of intent to demonstrate or conduct a peaceful assembly:

- President's Office
- Vice President of Administration
- Public Safety Director/Chief of Police
- Director of Buildings, Grounds & Maintenance
- Marketing/Chief of Institutional Advancement
- Senior Director of Student Success & Development/Director of Student Activities

#### *E. Speakers and Presentations by Non-College Individuals or Organizations*

Affirming the right to free speech, Cincinnati State Technical and Community College welcomes speakers and presentations by non-college individuals or organizations provided:

- The speaker or presentation is being sponsored by the College, faculty, administration or other recognized college organization.
- The speaker or presentation is being hosted by a person or organization who has been given access to campus facilities through facility rental and who intends to speak or present to a private group.

The College maintains its right to require non-college community individuals or organizations without sponsorship and who are seeking a platform to address members of the College community to abide by the following:

- Speakers may request use of campus facilities and must identify the speaker, topic of the speech or presentation subject, the proposed date, and expected audience size.
- Speakers must speak only in assigned speaking location.

- All applicable facility scheduling processes shall be followed.
- The speaker agrees to abide by all facility use regulations.
- The College reserves the right to require admittance tickets to speaking events.

The following functions, meetings, or activities will not be permitted:

- Any function or event that has not followed the appropriate space rental processes as defined in the Facility Use Policy.

#### *F. Solicitation Policy*

The primary objective of Cincinnati State Technical and Community College is to foster education and study. One aspect of that process is to encourage participation by students, faculty, and staff in matters of public interest while allowing the College to continue its normal functions without undue interruption. Equally important is the protection of the fundamental rights of privacy and personal security for all members of the College community. The following policy has been developed to address issues of solicitation on campus.

#### Definitions

Commercial Solicitation – Activities which promote, or tend to promote, the sale of goods or services or the exchange of money.

Non-commercial Solicitation – Activities that do not promote or tend to promote the sale of goods or services or the exchange of money, but may seek input or signatures from college employees and students.

Non-public areas – Areas not open to the public such as classrooms or offices.

Public areas – Areas open to the public such as hallways, lounges, green spaces, or lobbies.

#### Commercial Solicitation

The following regulations apply to commercial solicitation on the College campus:

Products, services, or activities must be lawful.

Products, services, or activities under contract to the College cannot be sold by any organization other than that holding the contract without prior approval.

- Individuals or organizations wishing to sell and/or give away products, services, or activities on campus must be sponsored by a College group, organization, or department.
- Individuals or organizations wishing to sell products, services, or activities on campus without sponsorship may be permitted, based on the submission of a request for use of facilities. Approval of a request to use facilities may be subject to facility rental fees and facility use business policies.
- A pre-assigned location is required for solicitation. Classroom or room-to-room solicitation is not permitted.

#### *Table Solicitation (Student Organizations or College Community Groups or Organizations)*

- Recognized College organizations, a group affiliated with the College, or an

administrative group may be granted table space in public (common areas) or non-public areas provided that space is available as determined by the Facilities Department.

- Commercial solicitation may only occur if members of a College organization or group is co-sponsoring and a facilities use request has been submitted.

#### *Table Solicitation (Non-college Community Individuals or Organizations)*

- Non-college community individuals or organizations may be granted table space in public areas provided that:
  - Space is available as determined by the Facilities Department
  - All facility rental procedures have been followed including payment of fees, contract execution and submittal of a certificate of insurance naming the college as an additional insured as defined in the Insurance Requirements section of the Facility Use Policy.
  - The commercial endeavor does not violate College policies or principles.
- Non-college community individuals or organizations may be granted facility space in non-public areas defined as The Conference Center, areas of the ATLC building and its outdoor patio, the Workforce Development Center, Cincinnati West Campus, Middletown Campus, campus recreation areas, classrooms, laboratories or other approved areas provided that:
  - Space is available as determined by the Facilities Department.
  - All facility rental procedures have been followed including payment of fees, contract execution and submittal of a certificate of insurance naming the college as an additional insured as defined in the Insurance Requirements section of the Facility Use Policy.
  - The commercial endeavor does not violate College policies or principles.

#### *Vendors*

Faculty or administration may sponsor vendors to display and offer for purchase tools, instruments or items required by a student's study program. The sponsoring faculty and/or administrator must submit the facilities use request in advance of the date and receive approval of the reservation by the Facilities Department. With such approval, no fees will be collected from the vendor for the reservation, and vendors shall not interfere with College activities while on campus.

#### *Solicitation of College Departments*

Any commercial solicitation of College Departments, by either contracted or non-contracted businesses or organizations, must be approved by the Director of Purchasing.

#### Solicitation of Funds

##### *Student Fundraising*

Fundraising by students for the benefit of student organizations must be approved by the Director of Student Activities or his/her designee.

### *Staff Fundraising*

Fundraising or fundraising events sponsored by employees or employee organizations must be approved by the Chief of Institutional Advancement.

### *Community Fundraising*

Fundraising events conducted by community organizations may be held in non-public campus areas as long as the events are private or closed. Events are subject to normal event scheduling procedures through the Facilities Department.

### *Scholarship Fundraising*

Fundraising events for the benefit of student scholarship funds may be held in both public and non-public campus areas and may be classified as private, closed or open events. Events are subject to normal event scheduling procedures through the Facilities Department.

### *Political Fundraising*

Political fundraising including candidate and party fundraising is not permitted on campus. College groups or student organizations may sponsor political candidates for speaking engagements only.

### Distribution of Printed Materials or Promotional Items, Solicitation of Signatures or Feedback

Individuals or organizations wishing to distribute printed materials or promotional items, and/or solicit signatures or feedback from students and/or employees must register at least two (2) business days in advance with the Facilities Department. In so registering the individual/organization must indicate the proposed duration of the activity on campus, and the purpose of the activity. In approving the activity, the College reserves the right to designate locations where the approved activity may take place or to deny the request should it interfere with College operations. The following regulations apply to distribution of printed materials or promotional items and/or the solicitation of signatures or feedback:

- Activity will be limited to public areas.
- The activity must be done in an orderly manner.
- The activity shall not disrupt pedestrian or vehicular traffic, or impede access to building entrances.
- Distribution of vehicle window fliers is prohibited in all campus parking areas.
- Materials distributed must have the name of the sponsoring person or group clearly indicated on the material.
- Individuals distributing materials are responsible for cleaning up and disposing of debris in the surrounding area.

### Recruiting and Information Tables

Tables used for recruiting or to provide information to members of the campus community must submit a facilities use request at least two (2) business days in advance. Table location along with dates and times will be considered based on previously scheduled events, conflicts of interest, and/or table/facility space availability. See Appendices A and B for detailed information and the form for requesting the reservation of a recruitment and/or information

table rental.

### *Student Organizations*

Student clubs and organizations wishing to schedule tables for recruiting or promotion may submit the facilities use request to the Facilities Department. Said request will also be approved by the Director of Student Activities or his/her designee to authenticate the student organization status. Student Clubs and Organizations are defined as those groups who have obtained chartered status through the Student Senate and have a full-time advisor, a constitution, and a minimum membership of ten. Groups trying to garner support to form a club or organization may submit a facilities use request subject to the same approvals to schedule a table for recruiting or to provide information.

### *Colleges/Universities*

Colleges or universities working with Cincinnati State Technical and Community College may set up tables in the Transfer Center and/or the public area immediately outside of the Transfer Center for the purpose of providing transfer information to students. Arrangements shall be made with the Transfer Center Manager.

### *Employers / Employment Agencies*

Employers or employment agencies looking for student employees and/or graduates may make such requests to the Career Center Manager. Tables may be set up in the public area immediately outside of the Career Center, or the Career Center Manager may make a facilities use request to the Facilities Department for locating an Employer table in other locations.

### Gambling

Gambling is prohibited on the campus of Cincinnati State Technical and Community College. Student, faculty or staff organizations may conduct raffles for the purpose of fundraising. Approval to conduct a raffle must be granted by the faculty advisor or department head.

### Process

Non-college individuals or organizations wishing to solicit on the campus of Cincinnati State Technical and Community College must first contact the Facilities Department to define their request to solicit, determine the availability of space, and coordinate the payment of fees (if applicable) and other necessary documentation. Invited vendors on campus in support of student services are the responsibility of the department or faculty arranging their visit and should schedule all vendor activities through the Facilities Department. Students or student groups requesting the right to solicit shall coordinate all activities through the Director of Student Activities or his/her designee who will advise as the submitting the facilities use request. See Appendices A and B for additional information and the reservation request form.

### *G. Press Attendance at Events*

Institutional Advancement must be informed of any event where members of the media are scheduled to or are reported to be appearing.

## *H. Firearm / Concealed Weapon Policy*

### I. Policy Statement

In order to ensure a safe working and learning environment for the entire Cincinnati State community, Cincinnati State Technical and Community College prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities or on our property. For the purposes of this policy, firearms or other dangerous weapons include, but are not limited to, any device from which a projectile may be fired by an explosive, any simulated firearm operated by gas or compressed air, sling shot, metal (brass) knuckles, any spring blade knife, any knife which opens or is ejected open by an outward, downward thrust or movement or any instrument that can be used as a club and poses a reasonable risk of injury.

### II. Applicability

For the purposes of this policy, the terms “faculty, staff, and visitors” includes, but are not limited to, full-time and part-time employees, full-time and part-time students, temporary workers, student workers, consultants and contractors employed by and/or for the College, and anyone conducting or engaging in any type of business or educational pursuit on College property. Furthermore, no College employee while conducting College business, during working hours, on College time, or while on or in College-owned or leased property shall possess, or have under his or her control, any firearm or other dangerous weapon. For purposes of this policy, College-owned or leased property includes, but is not limited to, College-owned and/or leased vehicles, College-owned and/or controlled parking facilities or surface lots.

### III. Exemptions

Possession of a valid concealed weapons permit authorized by the State of Ohio **is not** an exemption under this policy.

This policy does not apply to:

- any law enforcement personnel engaged in official duties
- any Public Safety/security personnel engaged in official duties
- any person engaged in military activities sponsored by the federal or state government while engaged in official duties.

### IV. Sanctions

Any employee in possession of a firearm or other dangerous weapon while on College-owned or leased property or while otherwise fulfilling job responsibilities may face disciplinary action up to and including termination. Possession of a valid concealed weapons permit authorized by the State of Ohio **is not** an exemption under this policy.

A student or visitor who violates this policy may be removed from the property and reported to police authorities. Additionally, students found to be carrying a firearm or other dangerous weapon will be referred to the College disciplinary process, as outlined in the Student Code of Conduct. Possession of a valid concealed weapons permit authorized by the State of Ohio **is not** an exemption under this policy.

### V. Notification

“No Firearms or other Dangerous Weapons” signs shall be conspicuously posted within all Cincinnati State facilities and in parking areas and grounds surrounding our facilities. These signs will clearly indicate that weapons are not to be carried onto our property or into our facilities.

## VI. Reporting

Staff at the Clifton Campus should report any person found in possession of a firearm or other dangerous weapon to Public Safety immediately at extension 1558 (513-569-1558). If necessary, local law enforcement authorities will be notified promptly.

Staff at the Middletown, Harrison or Evendale campuses should dial 911 immediately and notify the local law enforcement agency of the situation.

## VII. Special Instructions for Employees

Any employee concerned about personal safety may request an escort (i.e.: to a parking lot, garage, etc.) or other appropriate intervention by Public Safety/Security personnel.

### *I. Substance Abuse Policy*

Cincinnati State Technical and Community College prohibits the unlawful manufacture, possession, use, or distribution of drugs on its property or as a part of its activities. Cincinnati State also prohibits the use or possession of alcoholic beverages on campus property except as authorized by campus policy (see Alcohol Policy in Food/Beverage Guidelines).

### *J. Smoking Policy*

For the purposes of this policy, smoking is defined as the burning of any type of tobacco product, including, but not limited to, cigarettes, cigars, cigarillos, and pipes, vaping, and other forms of smoking substitutes which produce either a scented or unscented vapor.

Smoking is prohibited in all Cincinnati State vehicles, all college buildings, parking structures, and all exterior areas within 25 feet of building/structure entrances. This includes classrooms, lecture halls, laboratories, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, restrooms, covered walkways, breezeways and walkways between sections of buildings, bus-stop shelters, areas immediately adjacent to building and parking garage entrances, and exterior stairways and landings.

Smoking is prohibited within twenty-five (25) feet of any building entrance or HVAC intake vents, except for designated smoking areas. All tobacco products must be disposed in appropriate smoking receptacles – not on the ground. Designated smoking areas will be clearly marked with signs.

Cincinnati State reserves the right to administer sanctions through the College disciplinary process to any individual found in continuous violation of this policy. The Campus Police Department oversees compliance with this policy; however, all faculty, staff, and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement.



Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using Cincinnati State facilities will be required to abide by this policy.

#### *K. Insurance Requirements*

Non-college organizations must provide a certificate of insurance naming Cincinnati State Technical & Community College as an additional insured on its general liability policy prior to occupying any reserved facility space. The required general liability limit is \$1,000,000 comprehensive single limit. This also applies to events that are sponsored or hosted by a College department, faculty, or staff members.

#### *L. Booking Priorities*

The Facilities Department will make every attempt to accommodate all facility requests provided the event is consistent with the mission of the College. Considerations for granting use of campus space include:

1. Will the use bring potential students or parents of potential students on campus?
2. Will the use bring exposure to the campus from the professional community that could result in strategic partnerships?

The following booking priorities will be used to assign space if multiple requests are received for the same campus space.

1. Academic classes
2. Other academic-related activities
3. College-sponsored events, i.e. Graduation, Convocation, Alumni Activities, Advisor's Day, Parent's Night, Fundraisers, Charter Day, Homecoming, Board of Trustees meetings, etc.
4. Student Organization events.
5. Paid Events sponsored by a Non-college organization or a College Staff/Facultymember

#### *M. Event Host and Sponsorship*

Campus facilities may be available for rental by both college and non-college related groups, subject to campus booking priorities and room availability. Rental fees will apply for all event-classified campus space. The application of rental fees will be based on the College's pricing policy and the event classification of either "hosted" or "sponsored".

- A. **Host** – The College, or one of its operating departments, may function as a host for any Non-college related group activity. Hosted activities are those that are not funded, either partially or fully, by college funds.
- B. **Sponsor** – The College, or one of its operating departments, may function as a sponsor for any Non-college related group. Sponsored activities are those that are funded, either partially or fully, by college funds.

Non-college related groups or organizations are defined as groups made up of a combination of employees, students and off-campus participants or solely off-campus participants. Rental fees will be collected for use of College facilities by a Non-college related group including those

hosted by the College or an operating department of the College. Rental fees will be charged to the sponsoring department's budget for facility use if an event is sponsored by the College or an operating department. It is the responsibility of the Non-college related group to arrange sponsorship and to provide the Facilities Department Facilities Department with written proof of sponsorship prior to event confirmation.

College related groups or organizations are defined as groups made up entirely of employees and/or students of the college. No rental fees will be applied to use of campus space by these groups, however, charges may be applicable for use of campus facilities for the following reasons: 1) event is held outside of normal operating hours and/or, 2) special equipment, set-ups, services and/or personnel are required to service the event and/or, 3) event is considered closed or private and is not related to an academic or college community purpose (i.e. holiday parties, receptions, showers, other personnel celebrations) and/or, 4) participants are charged a fee.

Events planned by and for College related groups or organizations for the purpose of non-business related activities such as holiday parties will not be sanctioned as College events and therefore will not be supported by the Physical Facilities or Instructional Support Technologies departments with room set-up, tear-down, housekeeping or technology set-up and support. Exceptions to this policy are at the discretion of the President and Executive Team.

#### *N. Event Classifications*

Event attendance may be classified using these categories:

- Private Event: defined as an event attended only by organization members
- Closed Event: defined as an event where members and their guests are inattendance
- Open Event: defined as an event that is open to the College communityand invited guests or groups

#### *O. Regulations Pertaining to Space Usage*

The following regulations apply to events held on the College campus:

- All facilities must be properly reserved and applicable rental fees paid and proof of insurance provided before use.
- The College reserves the right to change facility assignments or to cancel any previously scheduled facility reservation in order to meet College needs including the College's ability to provide quality services.
- Space rental fees may apply to any type of event and/or room requested.
- Requests for space usage will not be approved if the event is deemed to be disruptive to the academic mission of the College.
- All non-college organizations using College-owned facilities must provide a Certificate of Insurability (see Insurance Requirements).
- No laws shall be violated during the occupancy of College facilities. Violations of College Policy, State and/or Federal law may result in a loss of reservation privileges.

- Parking is restricted to the parking garages or visitor’s lot unless another location is designated. Fees for parking may be imposed.
- Furniture and equipment shall not be removed from any reserved space. Reserved spaces must be left in the same condition as found.
- Attaching any object to any College premise by nail, screw, or alteration of the premises in any manner is prohibited.
- Tampering with fixtures including technology equipment is prohibited.
- Damages to any facility or equipment will be charged to the sponsoring organization.
- Sponsoring organizations are responsible for their guests/participants.
- Activities for minors require adequate adult supervision. Minimum adult to child ratios are: ages 6-12 - 1:10, ages 13-18 - 1:12.
- The College maintains the right to enter any space at any time during an event.
- The College maintains the right to require Public Safety officers or private security officers at any event.
- Use of open flame torches, open-flame candles, fire pits or other fire-related items is prohibited from use on campus (culinary needs excluded).
- Other regulations apply as identified in the Facility Use Policy.

## **Campus Operations**

### *A. Operating Hours*

Cincinnati State Technical and Community College observes the operating hours of:

Monday – Thursday	7:30 a.m. – 11:00 p.m.
Friday	7:30 a.m. – 10:00 p.m.
Saturday	7:30 a.m. – 5:00 p.m.
Sunday	closed

College and non-college organizations may book campus facilities on Sundays or after hours by special arrangement with the Facilities Department (all Campus areas). Additional fees may apply for after hours reservations.

### *B. Facility Use during Holiday and Term Breaks*

The campus is officially closed from approximately December 24 – January 1 in observance of winter holidays. Events will not be scheduled at this time.

Events may be scheduled during any other term breaks and on Sundays and other observed school holidays by special arrangement. Additional fees may apply.

### *C. Cancellation of College Activities*

Cincinnati State Technical and Community College reserves the right to cancel scheduled events for non-college groups and College groups alike for academic and/or administrative needs or for a Force Majeure Event.

## Campus Closures

Campus closures will require all scheduled academic and non-academic events to be cancelled. Conditions such as extreme weather, loss of utilities, or other short-term situations requiring a building or campus to close will be reported in the following ways: through, email/text, on the College website, [www.cincinnati-state.edu](http://www.cincinnati-state.edu), local media outlets, or by calling the College's main phone number at (513) 569-1500. Closures isolated to a single campus will effect events scheduled on that campus only.

## Force Majeure

Events may be cancelled as a result of a Force Majeure Event described as any event beyond Cincinnati State's control or correction including, but not limited to, an act of God, insurrection or civil disorder, war or military operations, national or local emergency, a serious and sustained power outage, a severe Internet service disruption, flood, subsidence, fire, casualty, extreme weather conditions or other circumstances.

### *D. Campus Scheduling Assignments*

The Facilities Department will be responsible for coordinating special events as necessary with department heads or their designees. All non-academic event scheduling will be assigned using Resource 25 scheduling software.

### *E. Use of Classrooms*

The first priority for classroom use is to host academic classes. Classrooms may be requested and reserved for other events under the following conditions:

1. The scheduling of a classroom should remain consistent with the purpose and function of that facility space.
2. Events held in classrooms shall not interfere with activities in surrounding classrooms.
3. Consideration of classroom features and location should be made when scheduling break-out sessions for a non-college event.
4. Applicable facility use fees are collected.

### *F. Priority Use Space*

The following areas are permanently reserved for use by the College President and/or Board of Trustees:

1. President's Dining Room, ATLC 244
2. Boardroom, Main 352
3. Executive Conference Room, ATLC 340

### *G. Use of Common Areas*

Common areas, defined as lobbies, hallways, courtyard or other outside green spaces, parking

lots/garages and stairwells are not available to any person or group for any purpose that could impede ingress or egress from any building, room or office, or otherwise interfere with pedestrian or vehicle traffic. The gymnasium, Overlook Café, HPB and Main lobbies or other designated gathering areas may be used for purposes other than their main intent as long as pedestrian traffic or common use is not impeded for non-participants.

Consideration of other events scheduled nearby or in common areas will be made before confirming an event. Conditions to consider:

- Classroom, lecture hall or lab use nearby
- Expected event noise levels
- Parking availability
- Window views of other events

#### *H. Use of Outdoor Spaces*

Use of outside green spaces or other outdoor campus areas for group gatherings or events must be scheduled with the Facilities Department to prevent event conflicts and to insure the area being used is consistent with its environment and purpose. Plans for use must be disclosed at the time of scheduling. Fires and objects with open flames are prohibited from use in any outdoor space. Exception: gas grills and catering equipment used for the purpose of warming food.

#### *I. Campus Signage Policy*

The hanging of signs, banners, flyers, or announcements are subject to the following regulations:

- The College has the right to restrict the size, location and content of any display items.
- Removal is required once an event date has passed and is the responsibility of the person hanging the item.
- Display items advertising College and non-college events, programs, organizations or businesses must be approved for display by the Director of Student Activities or his/her designee.
- Posted items are permitted only on specifically designated bulletin boards located in each campus building.
- Display items are not to be placed on elevator interiors or doors, columns, painted walls, or glass.
- The maximum size for posters will be 17"x22" unless special approval is granted by the Director of Student Activities or his/her designee.
- College administrators or designated staff members have the right to remove any display items that are in violation of the Campus Signage Policy.

#### Bulletin Boards

Designated community bulletin boards are available in each campus building for the purpose of displaying College and non-college organization signs, flyers or announcements. Compliance with the posting policies ensures an orderly presentation of information.

Posting is considered to be any information which is tacked, tied, taped, stapled or otherwise attached to bulletin boards, and posting on campus is only allowed on designated bulletin

boards or display rails.

- All materials posted on campus must be reviewed, approved and stamped by the Office of Student Activities. Bulletin board space is available on a first come, first served basis and all users of the College's bulletin boards are expected to respect the materials posted by others.
- No materials are permitted on cars, lockers, personal property, painted, wooden, tiled, or glass surfaces (i.e. windows and doors) unless otherwise designated as space for posting. This includes surfaces on and within elevators and building columns.
- Only one flyer/notice per event, per bulletin board is permitted. Posting material covering other flyers will be removed.
- Posters/flyers can be posted up to three weeks in advance of event and must be removed within four business days following the event. Materials without an ending date will be allowed to remain on the boards for four weeks from the approval date.
- All posting material must contain a contact and phone number.
- Tape, paint or other substances used to advertise may not be applied to physical surfaces of buildings or grounds on campus.
- Chalking is permitted on concrete outdoor sidewalks only with approval from the Office of Student Activities.
- The preferred size of posting materials is 8 ½" x 11" and may not exceed 17" x 22". Exceptions must be approved by Student Activities.
- Bulletin boards designated to a specific department or organization may be used only with their permission. Failure to comply will result in material being removed and a possible fine.
- There are a limited number of billboards at each campus location, and depending on the campus location, limited quantities of posters will be approved, based on location and number of bulletin boards. Maps of bulletin board locations are available in the Student Activities office.
- No obscene materials will be approved and approval will be at the discretion of the Office of Student Activities.
- Organizations or college employees in violation of this policy may incur costs in removing their printed materials.

The Office of Student Activities is responsible for the administration and maintenance of all bulletin boards on campus and reserves the right to approve and clean the boards at any time.

### **Posting by Non-college Organizations/Individuals**

In addition to procedures outlined above, specific procedures below apply to non-college individuals, non-profit organizations, etc., who desire to post materials on campus.

- One board in each building has been designated for non-college organizations and only three flyers, etc., will be (approval) stamped. Maps are available in Student Activities.
- Materials must be removed within four business days after event or a fine will be assessed.
- Materials without an ending date will be allowed to remain on the boards for four weeks.
- All posting material must contain a contact and phone number.
- Advertisements for colleges/universities that do not have an agreement with Cincinnati State must receive approval from the Provost prior to posting.

## Event Signage

The following regulations apply to the posting of Event Signage:

- Signs should be posted in such a way as to protect building walls and their appearance.
  - Do not post with heavy-duty tape, nails, or staples.
  - Do not hang on painted walls.
  - Post only as directional signage on or near doors, elevators or at the end of hallways.
- No hand-written signs.
- Directional signs must indicate the event date and name.
  - The event date serves as the expiration date for the sign.
  - If no event date is noted, the sign will be removed.
- Event Banners or other large signs must receive approval from the Facilities Department Facilities Department prior to use.
  - Location approval.
  - Content approval.

The Public Safety Department is to be consulted regarding the need for signage related to parking. Directional signs must be removed by the individual/group who posted within 24 hours of event.

Note: Use of campus electronic displays to announce events may supersede the above regulations.

## *J. Media Use Policy*

Instructional Support Technologies (IST) is available to support audio/visual equipment requests for events. Events will be scheduled in the most appropriate spaces based on technology needs as installed media equipment varies from space to space.

- Equipment Requests should be made at the time an event is scheduled.
- Equipment for student organizations or student presentations must be requested by the faculty or staff sponsor.
- Duplicate or alternate equipment is not delivered to rooms with installed systems.
- Groups from outside the College community may be charged for media support items.
- Depending on the room and the equipment requested, the ITS staff reserves the right to determine the best equipment for the situation. Instructional Support Technologies (IST) will attempt to accommodate the request to the best of its abilities and available equipment. Requested set-ups may not be possible due to limited available equipment or room configuration.

The ITS Department Help Desk is available at 513-569-1234 to answer questions or troubleshoot technical problems. The College does not provide staff to operate technology during non-college events unless specific arrangements, including payment of personnel costs have been made in advance.

## *K. Room Security*

Event Hosts or Sponsors of College-related groups are responsible for notifying Public Safety personnel at 569-1558 when an event ends so that the room, space and equipment can be made secure.

The Facilities Department Facilities Department will be responsible to notify Public Safety of scheduled events and their ending times so that rooms can be secured after the event concludes.

Members of the faculty are responsible for securing classrooms after use provided another class is not scheduled to immediately follow.

## *L. Parking*

Public parking on campus is available in the Central Parkway Garage. Parking fees may apply to all event participants.

## **Reservation Procedures**

### *A. Non-college Events*

The Facilities Department Facilities Department is responsible for scheduling all campus space for non-college events. Non-college events are defined as paid or unpaid events held on campus by non-college organizations such as community groups, for-profit organizations and non-profit organizations. Use of facility space will be made following established campus booking priorities.

#### Hosted Non-college Events

Non-college events hosted by the College, or one of its operating departments, are defined as those that are not funded, either partially or fully, by college funds. (*General Policies, Section L*). A signed contract, payment and Certificate of Liability Insurance are required for facility use during hosted non-college events.

Reservation procedure:

1. Facility inquiry is made by contacting the Facilities Department.
2. Rental fees are determined.
3. Space is tentatively reserved using Campus Booking Priorities.
4. Contract is drafted, approved and forwarded to event organizer.
5. Event is confirmed after receipt of payment, signed contract, and certificate of insurance.

#### Sponsored Non-college Events

Sponsored non-college events are events funded by the College, or one of its operating departments. *Sponsored events will incur applicable facility rental fee unless a fee waiver and/or discount is obtained from the College President who will communicate any approved waiver/discount to the Facilities Department.* A signed contract and Certificate of Liability Insurance is required for facility use during sponsored Non-college events.



Reservation procedure:

1. Facility inquiry is made by contacting the Facilities Department.
2. Sponsorship is established verbally and followed in writing.
3. Rental fees are determined and any applicable discounts applied.
4. Space is tentatively reserved using Campus Booking Priorities.
5. Sponsored Event contract is drafted, approved, and forwarded to event organizer.
6. Event is confirmed after receipt of department account code/payment, signed contract and certificate of insurance.

### *B. College Events*

College events are events held as a result of the on-going academic and business needs of the College. They may include: meetings, banquets, information sessions, expos, lectures, concerts, receptions, etc. All College events are to be booked through the Facilities Department using the Room Reservations eforms found on the College intranet.

Note: Department Resource 25 schedulers may have scheduling permissions for specific campus areas. These areas may be booked by the Resource 25 department scheduler for College events only applicable to that department.

Reservation procedure:

1. Facility inquiry is made by submitting the room request eform.
2. Space is tentatively reserved using Campus Booking Priorities.
3. Event is confirmed after notification of event set-up needs (if applicable).

### *C. Student Organizations*

In order to schedule campus areas for organization or club use, the individual or group requesting space must belong to a chartered student organization recognized by the College and Student Senate. Chartered student organizations are defined as clubs or organizations representing a common cause or interest. To become chartered, a group must have a minimum of one faculty advisor, ten or more members, a constitution and be approved by the Student Senate. A complete listing of chartered student organizations is available in the Department of Student Activities.

Student Activities and student organizations are given scheduling priority for these campus areas:

Conference Room ATLC 101  
Conference Room ATLC 102  
Game Room ATLC GMRM  
Auditorium ATLC 211  
Student Lounge ATLC 1<sup>st</sup> Floor

Reservation procedure:

1. Facility inquiry is made by contacting Student Activities Office or the Facilities Department. If space requested is in a campus area not scheduled by the Student Activities Office, referral is made to the Facilities Department.
2. Space is reserved using Student Activity scheduling priority for rooms listed above on a first come, first served basis.

3. Campus Booking Priorities are used for all other campus areas on a first come, first served basis.
4. Event is confirmed after notification of event set-up needs (if applicable).

#### *D. Event Cancellation by Individual or Organization*

Event cancellations should be reported to the Facilities Department as soon as practical. Notification may be made via email or phone. In the case of notification to department schedulers, cancellations should be processed in Resource 25.

#### Cancellation Fees

Cancellation Fees for events that have processed payment shall be assessed as follows:

- A. 97% refund if event cancels 7 days or more prior to event.
- B. No refund if cancellation occurs less than 7 days prior to event.

No cancellation fees will be assessed and reimbursement of all payments will be made if the event is cancelled by Cincinnati State Technical and Community College.

#### *E. Contractual Requirements*

All non-college events require a contract and Certificate of Liability Insurance naming Cincinnati State as an additional insured. A signed contract and insurance certificate must be received by the Facilities Department prior to the start of the event. Payment, if required, must be received ten (10) days prior to the event (or first event of an event series). Parking fees may be pre-paid, if requested.

The Vice President of Administration, or his/her designee, must approve and sign all Contracts for Facility Use prior to hosting the event.

#### **Food/Beverage Policy**

##### *A. Alcohol Policy*

The use of alcohol is prohibited on the campuses of Cincinnati State unless prearranged with the Facilities Department, and if approved will be limited to specific areas as defined by the College's liquor license(s).

##### *B. Exclusive Use Agreements*

Cincinnati State maintains an exclusive use agreement with a national soft drink company. This agreement requires the use of the designated vendor's products when soft drinks are served on Campus. Use of Cincinnati State labeled bottled water is excluded from the agreement.

##### *C. Use of Outside Food Vendors*

Use of outside food vendors including off-campus caterers and restaurants is restricted. Catering options will be shared at the time of event scheduling and contract negotiation.

## Appendix A

### TABLE SOLICITATION PROCEDURES

The Facility Use Policy will be used as the authoritative document when questions arise regarding Table Solicitation on campus. Commercial solicitation policies also apply to activities tied to the use of tables. The offices of Facilities Department and Student Activities will jointly share responsibility for Table Solicitation reservations and collection of fees. **Cincinnati State Technical and Community College reserves the right to deny any request for table solicitation for any reason deemed to be in the best interest of the College or that is restricted by College policy.**

#### Regulations Pertaining to Table Use

##### *Reservations*

- Reservations are required 5 days in advance for non-College organizations and 3 days in advance for College organizations and are subject to availability.
- A Table Space Agreement must be completed and approved prior to table set-up.
- Reservations by one vendor may include multiple tables with fees assessed for each table.
- Use of tables (with signed agreement) is permitted at any time during the College's operating hours.
- Vendors are to report to the Student Activities office prior to table set-up.

##### *Limitations*

- A maximum of 3 tables per day are available for non-College organization use.
- Tables may be rented for a maximum of 2 days.
- Table location must remain in student areas of the Advanced Technology Learning Center unless approved by Student Activities or Facilities Department.

##### *Restrictions*

- Materials must be removed from the table(s) at the end of the day/set-up if multiple days have been reserved.
- Tables may not interfere with pedestrian traffic in hallways, stairwell entrances and exits, or doorways.
- Solicitors must remain behind tables.
- Noise levels must not interfere with surrounding activities and nearby room use.
- Vendors are responsible for cleaning up the table area when leaving.
- Vendor services being offered may not compete with College business.
- Only tables belonging to Student Activities may be used for table solicitation.
- Requests for tables by other institutions of higher education are restricted to members of the Greater Cincinnati Consortium of Colleges and Universities, and those institutions with which Cincinnati State has a partnership.
- Solicitation for financial services cards (credit/debit/pre-paid) is not permitted.

##### *Fees*

- Daily table fees are \$75.00 per table.
- Non-profit and employee discounts do not apply.
- Payment must be received prior to table set-up.
- Checks are to be payable to Cincinnati State Technical and Community College.
- Payment of fees will be made at either Student Activities or Facilities Department offices.
- Duplicating services are available in the Student Activities office for a fee.
- One parking voucher will be issued per paid table reservation.

## APPENDIX B - TABLE SPACE AGREEMENT



Organization: \_\_\_\_\_

Name of Person Requesting: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Student Organization Advisor /Sponsor (if applicable): \_\_\_\_\_

Date(s) Table Desired: \_\_\_\_\_ Number of Tables: \_\_\_\_\_

Table Location: \_\_\_\_\_ Hours: \_\_\_\_\_

I, \_\_\_\_\_, understand and agree to the following regulations pertaining to the use of tables for information and solicitation purposes. I further understand that payment (if required) is to be remitted to the Student Activities Department in advance of table set-up. Checks are to be made payable to Cincinnati State Technical and Community College.

### Rules for Table Use

1. Vendors are to report to the Student Activities office prior to table set-up.
2. Tables belonging to Student Activities are the only approved tables for use.
3. Tables may not interfere with pedestrian traffic in hallways, stairwell entrances and exits, or doorways.
4. Materials must be removed from the table(s) at the end of the day/set-up if multiple days have been reserved.
5. Solicitors must remain behind tables.
6. Noise levels must not interfere with surrounding activities and nearby room use.
7. Vendors are responsible for cleaning up the table area when leaving.
8. Vendor services being offered may not compete with College business.
9. Solicitation for financial services cards (Credit/Debit/Pre-Paid) is not permitted.
10. Higher Education institutions seeking a vendor table must be a member of the Greater Cincinnati Consortium of Colleges and Universities, or other institutions with which the College has a partnership.
11. One parking voucher will be issued per paid table reservation.
12. Duplicating services are available for a fee.
13. Unless otherwise approved all vendor tables must be located in the student areas of the Advanced Learning Technology Center building.
14. Cincinnati State Technical and Community College reserves the right to deny any request for table solicitation for any reason deemed to be in the best interest of the College or that is restricted by College policy.

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ADVISOR/SPONSOR (IF REQUIRED)

\_\_\_\_\_  
DATE

### For Office Use Only

Reservation approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment received: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Payment Date: \_\_\_\_\_