



500 POLICY - Public Use of College Property

500.1 Statement of Policy

Since the College is a public institution of the Oklahoma State System of Higher Education and a State Agency enjoying the rights and privileges thereof; and being subject to laws, statutes, indentures, and regulations prescribed by the federal government, the State of Oklahoma and/or the Redlands Community College Board of Regents; and since the Board is charged with appropriate utilization and disposition of all properties of the College as prescribed by applicable laws, statutes, indentures, and regulations, the Board establishes the following guidelines for the use of all College properties, including land, buildings, equipment, materials, and any other tangible assets under its jurisdiction:

- A. The use of property of the College will be directed toward the fulfillment of the official functions assigned to the College.
- B. The use of College property will be in accordance with applicable laws, statutes, indentures, and regulations.
- C. Properties classified as auxiliary enterprises shall be used at the expense of those granted authorization to use the facilities at the established price authorized by the Board. Examples of auxiliary enterprises are dining halls, student unions, student activities, student residences, et cetera.
- D. Properties that are classified as educational facilities may be used by non-profit organizations; by community groups for educational services; by students and employees for civic, cultural entertainment, and/or educational purposes; and by other groups for similar purposes.
- E. Where fees are assessed, collections are made, or other types of admissions are charged in the use of educational facilities, the person or persons responsible for the event must satisfy the Board of Regents for the College, or its designee, that the non-profit stipulation of this policy is honored.
- F. Activities which make use of College educational facilities must be open to the general public on an equal basis regardless of race, color, national origin, sex, age, religion, handicap, or status as a veteran.
- G. Guidelines for the use of and assessment of fees for the use of College auxiliary enterprises and College educational facilities are published in the Procedures section of the Policies and Procedures Manual.



Adopted 1991
Revised February 2001
Revised December 2010



500 PROCEDURE - Public Use of College Property

500.1:1 Statement of Procedure

The Redlands Community College Board of Regents established guidelines for public use of the College property in the policy that is related to this procedure. In implementing those guidelines, College administration has adopted the following procedures.

- A. All uses of College property other than for credit classes must be scheduled in advance through the Redlands Community College Office of Events and Hospitality, phone number (405) 422-1275.
- B. "Internal events" are events scheduled by a College employee in his or her job capacity for the business of the College. Internal events must be booked to a specific College department or entity and must be confirmed by a reservation number.
- C. "External events" are events scheduled by any person or group for business not associated with the College. External events must be confirmed by a signed contract and booked to the contract holder of record and must include a reservation number.
- D. "College-sponsored events" are events involving persons or groups other than the College, but with whom the College has a relationship for the purpose of the event being held on College property. College-sponsored events must be confirmed by a signed contract or agreement and booked to the contractual agreement holder of record and must include a reservation number.
- E. Space for any event is not considered reserved until a reservation number has been assigned.
- F. The contact person who schedules an event is responsible for providing the Office of Events and Hospitality with all information needed for setting up the event space.
- G. Alcoholic beverages are not allowed on Redlands Community College property and cannot be served at any event or function on campus. The exception to this is covered under Policy 514: Alcoholic Beverage Policy
- H. Certain events are considered potentially dangerous and are required to meet specific regulations in order to be held on College property. Examples include, but are not limited to, activities using any College arena, or activities using any College athletic floor or field. The specific regulations and requirements for such events are available from the Office of Events and Hospitality.
- I. Decorations for events on College property are permissible but must meet specific guidelines, which are available from the Office of Events and Hospitality.
- J. Redlands Community College is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is



essential to the mission of the college. This policy is in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily college functions, subject to constitutional time, place, and manner limitations and without unconstitutionally interfering with the rights of other members of the College community.

- K. All members of the Redlands Community College community, which includes students, faculty, and staff, are encouraged to exercise the right of assembly, free speech and expression throughout the campus, when doing so does not disrupt the academic mission or daily College functions. Expressive activities shall not be limited to any specific location on the College campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys College property. Forums, rallies, demonstrations, and other similar expressive activities also are not to occur within academic or other College buildings including College residential apartments. Expressive activities are not to unduly disrupt traffic, either vehicular or pedestrian or violate other time, place and manner parameters specified in this policy.
- L. All College community individuals and organizations wishing to participate in forums, rallies, demonstrations, and other similar limited public forum activities should make a request in advance to the Office of Events and Hospitality. A request should contain the name of the requestor and how he/she can be contacted; the proposed date, time, and location for the contemplated activity; the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made at least one (1) working day prior to the event.
- M. The open outdoor areas are locations conducive to forums, rallies, demonstrations, and other similar limited public forum activities. The use of any form of amplification, i.e., public address systems, bull horns, etc. is strictly forbidden if the use of such equipment interrupts regularly scheduled classes and/or other regularly scheduled events.
- N. Organizations or individuals not affiliated or connected with the College shall make a request to the Office of the President (405-422-1258) when they plan to hold an event or rally on the campus. Once a request is approved by the Office of the President or his/her designee, an outside organization or individual will contact the Office of Events and Hospitality (405-422-1275) for the purpose of reserving any College facility or area. All rules that apply to College community individuals and organizations, shall also apply to organizations or individuals not affiliated or connected to the College. Such requests shall be governed by applicable federal,



state, and College policies, procedures, and other relevant regulations.

500.1:2 Appeals Process

Should an application for use of a College facility be denied in any fashion, applicants may seek an appeal by written request to the Executive Vice President or their designee within 72 hours of the denial. A determination shall be made within 24 hours before the event when possible. The decision of the Executive Vice President, or their designee, shall be final and binding.

Adopted February 2011
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