



Washtenaw Community College

REGISTERED STUDENTS: Administrative Procedures for Use of College Facilities and/or Grounds & Expressive Conduct Activities

The purpose of these procedures is to ensure that College facilities and the grounds owned by the College are maintained in a safe and orderly manner that supports the basic College functions of teaching and learning, while also protecting and not infringing upon the legitimate rights of members of the student community to express their beliefs and voice their grievances.

These procedures are intended to implement WCC Board of Trustees Policies:

- 4095 – Student Rights, Responsibilities, and Conduct Code Policy - <http://www.wccnet.edu/trustees/policies/4095/>
- 6036 – Conduct and Compliance: Use of Facilities - <http://www.wccnet.edu/trustees/policies/6036/>
- 8018 – Student Speech and Expressive Conduct Policy - <http://www.wccnet.edu/trustees/policies/8018/>

These procedures apply to currently enrolled credit students and registered student groups.

The assigned Designee of the Vice President of Student and Academic Services (VPSAS) is the Director of Student Development and Activities (SDA.)

Table of Contents

Reserving Rooms/Sports Fields/Designated Outdoor Spaces	2
Scheduling Promotional Tables.....	3
Fundraising on Campus.....	4
Voter Registration Assistance	5
Participation in Welcome Day Events.....	7
Posting to Bulletin Boards.....	8
Expressive Conduct Activities	9
General Guidelines for All Student Use of Campus Facilities	12
Appeal Process.....	13

Reserving Rooms/Sports Fields/Designated Outdoor Spaces

- I. Eligible Users:
 - a. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.
- II. Request Process:
 - a. Eligible users may schedule rooms using the **Event Proposal Form** within the Campus Connect system: [Available in Each Registered Organization Portal](#).
 - b. Requests must be submitted 10 business days prior to the reservation date.
- III. Location(s):
 - a. Rooms and designated outdoor spaces may be scheduled on the main (Ann Arbor) campus of Washtenaw Community College.
- IV. Guidelines:
 - a. General lecture classrooms may be scheduled by eligible users.
 - b. Designated outdoor spaces may be scheduled by eligible users (no amplified music or sound permitted in outdoor spaces due to local sounds ordinances.)
 - c. Computer and select specialty labs may be scheduled with commitment of a faculty advisor to be onsite during the duration of the event, and permission from the academic department/division overseeing the room.
 - d. Large conference venues and auditoriums may be scheduled at the discretion and sponsorship of the VPSAS Designee. Use of such space will be determined by potential attendance, cost of resource usage (i.e. Media Technicians,) and potential loss of rental revenues.
 - e. Athletic fields may be scheduled at the discretion and sponsorship of the VPSAS Designee.
 - f. Instructional spaces with specialty equipment such as the auto garage, welding lab, photo lab, and police academy rooms may not be reserved due to safety and liability risks.
 - g. All reservations of space are subject to change based on the business needs of academic classes and administrative departments of the College.

Scheduling Promotional Tables

- I. Eligible Users:
 - a. Any student(s) registered in at least one credit hour within the current semester *(or upcoming semester during college breaks.)*
 - b. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.

- II. Request Process:
 - a. Any currently registered student may request a table using the **Table Request Form** within the Campus Connect system:
<https://wccnet.campuslabs.com/engage/submitter/form/start/338997>
 - b. Registered Student Organizations may request a table using the **Event Proposal Form** within the Campus Connect system: [Available in Each Registered Organization Portal.](#)
 - c. Requests must be submitted 10 business days prior to the reservation date.

- III. Location:
 - a. Table placement is limited to the First Floor of the Student Center Building, and exact location will be determined by the Department of Student Development and Activities in accordance to the day's scheduled activities.

- IV. Guidelines:
 - a. The individual who reserved the table must verify student or government I.D. at the Student Activities Office (SC 108) upon starting the promotion.
 - b. Those staffing a table may not obstruct the walkway or building exits.
 - c. Those staffing a table with the intent of collecting money, selling items, or fundraising must follow the guidelines within the **Fundraising on Campus (Page 4)** section of this document.
 - d. Those who have not formally requested a promotional table through this process may not occupy or utilize the promotional tables in the absence of the assigned requestor.

Fundraising on Campus

I. Eligible Users:

- a. Any student(s) registered in at least one credit hour within the current semester.
- b. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.

II. Request Process:

- a. Any currently registered student may request to host a fundraiser at a table in the Student Center using the **Table Request Form** within the Campus Connect system:
<https://wccnet.campuslabs.com/engage/submitter/form/start/338997>
- b. Registered Student Organizations may request a table using the **Event Proposal Form** within the Campus Connect system: [Available in Each Registered Organization Portal.](#)
- c. Requests must be submitted 10 business days prior to the reservation date.

III. Location:

- a. In-person fundraisers take place at a reserved table in the Student Center Building.
- b. Fundraisers using other formats (digital or personal sales) and locations will be reviewed and approved by the VPSAS Designee on a case-by-case basis.

IV. Guidelines:

- a. The individual who reserved the table for in-person fundraising must verify student or government I.D. at the Student Activities Office (SC 108) upon starting the event.
- b. All funds collected through fundraisers must be submitted to the Department of Student Development and Activities for accountability purposes.
- c. Currently registered students must provide the contact information for the WCC organization/program (or proof of 501(c)3 status for external non-profit organizations) to which they are donating the funds. An official WCC check, online donation, or other transfer will be made directly to the organization.
- d. Student Organizations depositing funds will have their funds appear in the club's Agency account balance on Campus Connect within three business days. Student Organizations may utilize funds for club activities (with notice at the event,) or donate to a WCC organization/program (or 501(c)3 status external non-profit organizations.)
- e. Fundraisers involving food require that all items sold follow food-safety precautions and are able to be stored/served at room temperature, are individually wrapped, and list all ingredients on the individual wrappers.
- f. Eligible users must clearly state what the funds are being used for via signage.
- g. Funds raised must benefit a registered charity or WCC Student Organization.

Voter Registration Assistance

I. Eligible Users:

- a. Any student(s) registered in at least one credit hour within the current semester.
- b. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.

II. Request Process:

- a. Any currently registered student may request a table to assist other students in voter registration using the **Table Request Form** within the Campus Connect system:
<https://wccnet.campuslabs.com/engage/submitter/form/start/338997>
- b. Registered Student Organizations may request a table to assist other students in voter registration using the **Event Proposal Form** within the Campus Connect system: [Available in Each Registered Organization Portal.](#)
- c. Requests must be submitted 10 business days prior to the reservation date.

III. Location:

- a. Voter registration assistance is limited to the reserved table on the first floor of the Student Center Building, and exact location will be determined by the Department of Student Development and Activities in accordance to the day's scheduled activities.

IV. Guidelines:

- a. Students who are new to voter registration assistance may be trained by the Student Activities Office on the current voter registration software.
- b. All voter registration assistance must comply with applicable law, including Michigan's Campaign Finance Act and Michigan's Election Law.
- c. Voter registration assistance may be completed through **WCC's Voter Registration Tool**: <https://wcc.turbovote.org/> if information is collected.
- d. Under no circumstances should a student assisting in voter registration physically collect or deliver another person's voter registration form. The TurboVote voter registration tool ensures that the student or community member registering to vote is empowered to personally submit and take responsibility for delivery of their own voter registration to the appropriate Clerk's Office. Utilization of the TurboVote system is intended to protect the students being registered, as well as the students performing registration.

V. Alternative:

- a. As an alternative to utilizing TurboVote, students may elect to distribute blank voter registration forms using the Promotional Table, or as a Free Speech Activity in the **Expressive Conduct Activity** (Page 8-10) designated locations.

The individual receiving the form should be responsible for delivery to the appropriate Clerk. Completed forms should not be collected or delivered by those distributing the blank forms. This is for the protection of both parties.

Participation in Welcome Day Events

I. Eligible Users:

- a. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.

II. Request Process:

- a. Registered Student Organizations may request a table at Welcome Day using the current **Welcome Day Table Request Form** within the Campus Connect system: [Available in the Forms Section](#).
- b. Requests will be approved based on availability of space and notification of approval/denial will be completed at least one week prior to the Welcome Day event.

III. Location:

- a. Fall Welcome Day takes place in Community Park (weather permitting.)
- b. Winter Welcome Day takes place in the Student Center Building.
- c. Table maps will be available to guests on the day of the event and instructions will be delivered within the confirmation email.

IV. Guidelines:

- a. Promotional materials and activities must be related to the Student Organization's activities.
- b. Requests of media and electrical access will be available based on supply and demand.
- c. Requests to be near/away from other specific tables at the event will be honored based on availability of space and the number of requests.

Posting to Bulletin Boards

- I. Eligible Users:
 - a. Any student(s) registered in at least one credit hour within the current semester.
 - b. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.

- II. Request Process:
 - a. Eligible users may bring their printed posters to the Student Activities Office (SC 108) for approval and posting.
 - b. The VPSAS Designee will review/approve/deny the posters and the Student Activities staff will post the flyers within three business days.

- III. Location:
 - a. After approval, any currently registered student may post up to two copies of a printed poster on the **Student Opportunities Bulletin Board** outside of the Student Activities Office (SC 108.)
 - b. After approval, registered Student Organizations with posters related to club business may post up to thirty-two copies of a printed poster on the **College Business Bulletin Boards** within the Liberal Arts Building.
 - c. A map of the SDA campus bulletin board locations is available in the Campus Connect System: [Available in the Documents Section of the SDA Portal.](#)

- IV. Guidelines:
 - a. All postings must be less than 11" x 17" to accommodate limited space.
 - b. Users may not post over already placed postings.
 - c. The two **Student Opportunities Bulletin Boards** are intended for promotion of local businesses, job opportunities, volunteer opportunities, housing opportunities, and promotion of local events/activities.
 - d. The thirty-two **College Business Bulletin Boards** are intended to solely promote events and programs hosted by WCC departments and Clubs.
 - e. All campus bulletin boards have specific intended uses as designated above and are not considered designated public forums of expression.
 - f. Approved postings must meet the intended purpose of the bulletin boards that they are being posted on. All postings will be removed after 14 days.

Expressive Conduct Activities

- I. Washtenaw Community College's Board of Trustee Policy #8018 – Student Speech and Expressive Conduct Policy states:

“The Board of Trustees affirms the importance of freedom of speech and artistic expression in the academic setting. Expression of diverse points of view in the course of academic pursuits is of highest importance to the open, lively, challenging spirit of inquiry that is basic to education.

In accordance with the educational mission of the College, the Board intends to provide students enrolled at the College with a forum for free expression. The Board delegates to the Associate Vice President for Student Services the authority to establish means for students to have access to College grounds, facilities, and resources for the purpose of expression, and, consistent with the First Amendment of the United States Constitution, reasonable regulations to preserve safety and orderly conduct and to prevent litter or disruption of College operations.

In promoting freedom of expression among its students, the Board reaffirms its commitment to preserving College property as a nonpublic forum as to non-students. Unlike the public streets, sidewalks, and parks, the property, buildings, or facilities owned or controlled by the College are not open for assembly, speech, or other activities. The Board delegates to the Office of Conference Services the authority, consistent with the First Amendment of the United States Constitution and Board policy, to establish reasonable regulations for the use of campus grounds and facilities by non-students.”

Washtenaw Community College is home to a community made up of college students, high school students, parents, and community organizations/members who support the College. The entire community has a responsibility to maintain a safe, welcoming, and inclusive campus environment. The College strongly advises responsible citizenship in content decisions when exercising individual rights to free speech.

The First Amendment to the Constitution of the United States of America protects all students' right to free speech and places overall responsibility for that speech on the individual student. Washtenaw Community College does not assume any obligation or responsibility for the content of Expressive Conduct Activities or materials distributed.

Washtenaw Community College does not restrict or approve/deny protected student speech on the basis of content or viewpoint, or the possible reaction to the activities. In the event of negative reaction to Expressive Conduct Activities, the College and local authorities will take all necessary measures to ensure public safety, while allowing the free speech activity to continue, until College operations are materially and substantially disrupted.

- II. For the purpose of this procedure, Expressive Conduct Activities include:
 - a. Meetings, gatherings, and group activities.
 - b. Speeches, performances, and events.
 - c. Peaceful forms of assembly such as marches, rallies, protests, and vigils.
 - d. Distribution of literature, printed flyers, or ongoing publications.
 - e. Use of signage carried by individuals.
 - f. Petitioning for any cause or purpose.
 - g. Any other protected free speech or activity.

- III. Eligible Users:
 - a. Any student(s) registered in at least one credit hour within the current semester.
 - b. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.

- IV. Notification and Reservation Process:
 - a. It is strongly recommended that those planning an Expressive Conduct Activity event visit the Student Activities Office (SC108) and set up a meeting with the Director of Student Development and Activities to explore options and discuss the most effective method of relaying their message to the campus community.
 - b. Registered Student Organizations may reserve space for an event inside or outside by following the procedure for **Reserving Rooms/Sports Fields/Designated Outdoor Spaces** (Page 2.)
 - c. Individual students or Registered Student Organizations may reserve a table on the 1st floor of the Student Center Building by following the procedure for **Scheduling Promotional Tables** (Page 3.)
 - d. For large-scale Expressive Conduct Activities that invite or expect participation of 15 or more people, and that have not been reserved through the College in advance, the student or Registered Student Organization organizing the event should notify the VPSAS Designee at least five business days in advance using the **Large-Scale Expressive Conduct Activities Notification Form**: <http://tinyurl.com/wccnotification>
 - e. Notifications and reservations allow the college to schedule adequate safety personnel and take necessary precautions to protect the rights and safety of both the participants and community. **Notification is not an approval process or a requirement to peaceful assembly.**

- V. Location:
 - a. Expressive Conduct Activities may be held, with or without reservation, outside of College buildings and must be at least 50 feet from academic buildings.

- b. Expressive Conduct Activities may be held on the First Floor of the Student Center Building at a reserved promotional table by following **Scheduling Promotional Tables** (Page 3.)
- c. Expressive Conduct Activities may be held by a Registered Student Organization in an appropriate reserved indoor space, by following the procedure for **Reserving Rooms/Sports Fields/Designated Outdoor Spaces** (Page 2.)
- d. Students may distribute unlimited flyers or handbills in-person throughout the First Floor of the Student Center Building. Students may not distribute materials in the hallways or lobby areas of any other buildings/floors, as they are primarily academic/business in function.
- e. Expressive Conduct Activities may not conflict or interfere with locations that have been previously reserved by the College or an external organization for specific events.
- f. Parking lots, ramps, and garages are not designated or suitable for Expressive Conduct Activities.
- g. Placing flyers on windshield of vehicles is not permitted.

VI. Guidelines:

- a. Expressive Conduct Activities do not include soliciting, selling items, or accepting donations, although registered students may fundraise following the **Fundraising on Campus Procedure** (Page 4.)
- b. Expressive Conduct Activities must meet the **General Guidelines for All Student Use of Campus** (Page 11.)
- c. Expressive Conduct Activities may not violate the Michigan Campaign Finance Act.
- d. Neither the content nor viewpoint of the Expressive Conduct Activity will be considered in applying this procedure.
- e. Individual students or Registered Student Organizations who have developed an ongoing publication may purchase and provide one wireframe newsstand (uniform in appearance to the others) to be placed alongside the non-college sponsored publication newsstands near the south entrance of the First Floor, Student Center Building.
 - i. Notification of a newsstand placement and the owner's contact information must be made to the Student Activities Office (SC 108.)
 - ii. The newsstand must be clearly labeled with the name of the publication, the publication schedule, and the email and phone number of the Editor.
 - iii. The newsstand must be maintained/restocked at least every 14 days.
 - iv. Non-sponsored (any student publication other than the official Washtenaw Community College Student Newspaper (WCCSN) may not maintain a newsstand outside of this designated area.

General Guidelines for All Student Use of Campus Facilities

- I. All of the above uses of Campus facilities and grounds are limited to the College's hours of operation: Monday – Saturday, 7:00 a.m. – 11:00 p.m.
- II. Use of amplified sound devices, including bullhorns, are not permitted without prior approval of the College due to the disruption of educational process, and local government regulations.
- III. Use of College facilities or grounds by a particular student, group, or organization is limited to two consecutive days and no more than eight days per month, except for regularly scheduled meetings of registered student organizations. *(This does not apply to Expressive Conduct.)*
- IV. Use of College facilities or grounds may not disrupt entry to or exit from a building, structure, or facility; may not interfere with the flow of pedestrians or vehicular traffic on sidewalks, streets, or places of ingress and egress to and from property, buildings, or facilities.
- V. The individual requesting or notifying the college of facility or grounds usage must be at the event for the entire duration, or a substitute must be approved by the College in advance.
- VI. The student(s) utilizing college facilities or grounds is responsible for ensuring that the facility or grounds in use are left clean, uncluttered, and in good repair. Failure to do so may curtail future use of College facilities or grounds by the student or student organization. Any damage to College property that is caused by the use shall be reimbursed by the student(s) utilizing college facilities or grounds.
- VII. Students may not apply sidewalk chalk, stickers, flyers, posters or any other permanent or temporary markings to College property. This is considered defacing College property, and the marking will be removed immediately unrelated to its content.
- VIII. No tables, chairs, tents, signage, or other equipment shall be placed in College facilities or on College grounds without prior approval through the appropriate request processes above.
- IX. Inclusion of animals at events or on campus grounds must be approved in advance.
- X. "Fronting," is not allowed. "Fronting," is defined as permitting a non-College affiliated individual or organization to use College facilities under the guise that the activity is a student group activity, in order to avoid payment for use of the facility. No individual student or student organization may reserve space for the purpose of allowing an outside individual or organization to advertise, hold meetings, and/or sell items within the expressed permission of the VPSAS (or his/her designee.) At least 75% of participants must be WCC credit students.
- XI. Exercise of individual rights may not materially interfere or substantially disrupt the College's educational mission or activities; does not invade the rights of others; does not threaten or cause harm to any groups or individuals; does not incite (or be likely to invite) imminent lawless action or violence; and does not violate applicable local, state, or federal laws or regulations.
- XII. The College may limit the number of individuals or groups using the facilities or grounds on any given day or at any time during the day in order to protect the safety and property, maintain the normal operations of the College, facilitate campus traffic, and prevent the substantial disruption of or material inference to college operations.
- XIII. College facilities and/or Grounds may not be used for personal or private profit.

Appeal Process

In the event that a student or Registered Student Organization disagrees with any decision made by the VPSAS Designee under this procedure, the student or Registered Student Organization may appeal the decision to the Office of the Vice President of Student and Academic Services within five business days of the date of decision provided by the VPSAS Designee. Within five business days of receiving the notice of the appeal, the Vice President of Student and Academic Services will review the decision made by the VPSAS Designee, hear any statement, argument, or evidence the student or Registered Student Organization wishes to offer in support of the appeal, and issue a determination as to whether the decision made by the VPSAS Designee will be affirmed or reserved.