

Use of College Outdoor Space, 7.12(a) Chapter 7: General Administrative

Purpose: In accordance with the Use of College Outdoor Space Policy 7.12, this procedure outlines use of campus outdoor space.

I. Outdoor Space of Campus Generally Available for Use

a. General Access

- i. Any person or group may use, without prior notification, any publicly accessible outdoor space of the College's campus, except for parking lots, garages, and driveways. Federal, state, and local laws will be enforced as applicable.
- ii. The use of walkways or other common areas may not obstruct the free passage of others or impede the regular operation of the College.
- iii. Activities may include speaking, non-verbal expression, distributing literature, displaying signage, and circulating petitions.
- iv. There is no limit to the number of times a person or group may access outdoor space.
- v. Amplification may be restricted during work and class hours or if the outdoor space is in use for an official College event, if it unreasonably interferes with College operations.
- vi. College security personnel and/or additional security have ultimate authority to shut down any unauthorized event, any event that threatens safety and/or security, or violates Ohio or Federal Law. College security personnel will not consider the content of expressive activities when shutting down an event.

b. Large Groups

- i. Any person or group expecting more than 50 people should notify Public Safety who will inform the Vice President for Human Resources (VPHR) at least two (2) business days before the event.
- ii. The notification should include the specific location of the event, the estimated number of attendees, and the contact information of a representative who will be present at the event.
- iii. Prior notice ensures adequate space, avoids conflicts with other scheduled uses, and provides for necessary crowd control and security resources.
- iv. If advance notice is not feasible due to unforeseen circumstances, the person or group should provide as much notice as possible.

II. Students

- a. In addition to the general right of access to outdoor spaces, any student may reserve specific outdoor space by contacting the Office of Enrollment Management and Student Affairs at least one (1) business day before the event.

A request will be granted unless it would conflict or interfere with a previously scheduled event or violate the Use of College Outdoor Space Policy.

- b. A reserved outdoor space will take precedence over other requests for the same space during the scheduled time.
- c. Any decision to deny a request will be communicated in writing to the requester, stating the basis for the denial. The content of the anticipated speech or expressive activity will not be grounds for denial.

III. Prohibited Activities

- a. Any event or activity that disrupts the College's ability to teach, provide services, or conduct business operations is prohibited. Examples include but are not limited to excessive noise and impeding traffic.
- b. Distribution or solicitation by placing materials on vehicles in parking areas is prohibited. Leaving trash or pollutants in any area is also prohibited.
- c. Glass bottles and materials are prohibited.
- d. No activity may damage College property.
- e. The following is not authorized without prior written approval from the Facilities Superintendent:
 - i. Driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.
 - ii. Attachment of materials to building structures and walls
 - iii. Tents or temporary structures
 - iv. Grills and open flames
 - v. Entry into defined water features (e.g., ponds)
 - vi. Use of College water or energy sources

IV. Enforcement

The College and local law enforcement shall enforce this Procedure. Individuals violating this Procedure may be ordered to leave College property. Employees violating this Procedure will be addressed through [Disciplinary Action and Due Process Policy 5.5](#). Students violating this Procedure will be addressed through the [Student Code of Conduct Policy 4.01](#).

V. Concealed Weapons Law

Concealed weapons are not permitted anywhere on College premises unless locked in a vehicle or in the process of being locked.

VI. Alcohol on Campus

- a. Alcoholic beverages may be served for social or business occasions but should not be the focus of the event, so long as the server or hosting individual / group is not violating Ohio or Federal Law.
- b. The User indemnifies, holds harmless, and defends the College against all claims related to the service of alcohol.
- c. The User is responsible for understanding and complying with all relevant laws regarding alcohol use. The College reserves the right to prohibit alcohol at any event.

- d. Prior written approval must be obtained by VPHR

VII. Dispute Resolution

- a. Any individual or recognized student organization who believes that unlawful or arbitrary limitations have been imposed on their speech or expressive activities may file a complaint with the VPHR (for employees) or VPEMSA (for students).

Related Policies or Procedures:

[Use of College Outdoor Space Policy 7.12](#)

[Free Speech Policy 7.02](#)

[Free Speech Procedure 7.02\(a\)](#)

[Student Complaint / Grievance Policy 11.1](#)

History:

	Date:	Reason:
Issued:	11/13/18	Original issue date
Revised:	11/19/24	Separated Policy from Procedure

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.