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| Procedure: | Use of Facilities for Informational Tabling | Procedure No.: | FG7001.4 |
| Authority: | College President | Associated Policy Reference No.: | FG7001 |
| Procedure Owner: | Vice President for Administrative and Financial Affairs | Responsible Party: | Special Events Coordinator |
| Approved: | June 28, 1995 | | |
| Revised: | August 20, 2024 | | |

Purpose

The purpose of this procedure is to allow groups, businesses or individuals not sponsored or affiliated with SUNY Broome Community College to promote their views or reach out to students through informational tabling. Groups, businesses or individuals may consist of, but are not limited to:

- Representatives from other colleges
- Representatives from local businesses
- Community groups

Statement of the Procedure

Groups, businesses or individuals who would like to be on campus must submit a written request through the Student Activities Office or the Special Events Coordinator. The request must be received at least two (2) weeks in advance. The written request must include the following information:

- Name of individual or group requesting to be on campus
- Purpose of presence on campus
- Requested date(s) and time(s) for being on campus
- Benefit of the activity to SUNY Broome students

The Director of Student Activities or the Special Events Coordinator will review the request and notify the requester of the outcome. They will then review the request with the appropriate offices, including Special Events, Public Safety, the Vice President for Student Development & Chief Diversity Officer, and/or other offices upon which the activity may have an effect.

The College reserves the right to deny any request to be on campus that might threaten the security of the campus or interfere with the learning environment.

The designated place for indoor informational tabling to occur will be the Student Center Lobby. The designated location for outdoor informational tabling will be the Student Center Quad.

- If the presentation is too large for the areas listed above, an alternate site will be determined by the College.

- College-sponsored activities will take precedence over requests by outside groups or individuals for use of campus facilities.
- Any activities beyond information tabling is subject to facility rental fees, set-up fees, and fees related to any accommodations provided by the College as outlined in the External Rental and Facility Usage Procedure FG7001.1.
- Prior publicity for the presentation will be at the College's discretion.

The College expects the following behavior from community groups or individuals when on campus:

- They must remain in their assigned area
- Their activity may not impede the flow of pedestrian traffic
- They may not alter campus surfaces in any way (for example: tack or nail item to walls, write on any permanent surface, drive stakes into the ground, if outside, write with chalk or any other substance on sidewalks)
- They must clean up after their presentation
- Programs may not discriminate on the basis of race, color, creed, gender, gender identity, gender expression, sexual orientation, national origin, religious affiliation or marital status. Presenters and programs may not violate laws of the United States, the State of New York, Broome County, City of Binghamton, and/or the Town of Dickinson. Presenters and programs may not violate the Student Code of Conduct;
- Presentations may not disturb surrounding classrooms, offices, labs, etc.

Related Policies (by number)

None

To whom it applies (title or department)

This procedure applies to all members of the College community including but not limited to College affiliates, administrators, faculty, staff, students, volunteers, vendors, guests and visitors.

General Guidelines

The following policies and procedures must be followed to ensure the proper management of open presentations:

- Procedure FG7001.1- External Rental Events and Facility Usage (if applicable)
- Procedure FG7001.2- Religious Affiliated Events
- Procedure FG7001.5- Election Campaigning on Campus
- Procedure FG7001.10- Politically Affiliated Events

| Action <i>(Created, Reviewed, Retired)</i> | Date | Initials | Position Title |
|--|-------------|-----------------|----------------------------|
| Reviewed | 3/13/24 | JD | Special Events Coordinator |
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