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**Revision Responsibility:** Vice President for Williamson Campus and External Services

**Responsible Executive Officer:** President

**Source/Reference:** [TBR Policy 1:03:02:50](#)  
[T.C.A. § 8-50-1001](#)  
[TBR Policy 1:07:00:05](#)  
[TBR Policy 07:01:00:00](#)

[Columbia State Policy 07:17:00](#)  
[Columbia State Policy 07:11:01](#)

## **PURPOSE**

To regulate the use of its campus property and facilities in order to be consistent with the College's mission and educational purpose, through the implementation of reasonable, content/viewpoint neutral regulations.

## **DEFINITIONS**

For the purposes of these regulations, the following definitions shall apply:

- A. **Affiliated Entities** – an officially registered student, student group, or student organization.
- B. **Affiliated Individuals** – persons officially connected with the Institution, including students, faculty and staff.
- C. **Non-affiliated Entities** – persons, groups, organizations, or other educational partnering institutions that are not “affiliated entities or individuals.”
- D. **Non-affiliated Individuals** – any persons who are not “affiliated individuals.”
- E. **Students** – persons who are currently registered for a credit course or courses at the College, including any such person during any period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period.
- F. **Event**- planned use of College facilities for a gathering of people.
- G. **Theater Event**- a performance event that involves use of Cherry Theater, Ledbetter Auditorium, or the FIS and requires specialized technical support for theater lighting and stage management.
- H. **Occupancy**- when a non-affiliated individual or entity occupies College space for pre-theater event purposes such as rehearsals and stage build-outs

Affiliated Entities and Individuals who are current students or employees are considered internal users and will follow internal procedures for reservation of facilities.

Other Affiliated and Non-affiliated Entities must complete an application for facilities use at the appropriate campus.

## **POLICY**

Columbia State Community College adheres to Tennessee Board of Regents (TBR) Policy No. 1:03:02:50 relative to Access to and Use of Campus Property and Facilities. This policy shall be implemented and construed so as to ensure no undue disruption of that mission, promote an educational atmosphere on campus; prevent commercial exploitation of students; and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the TBR, and the Institution.

In establishing this policy, Columbia State recognizes the importance to the educational process and environment for persons affiliated with the College, including officially recognized student organizations and other groups to have reasonable access to, and use of the educational facilities on campus to hear various views.

Simultaneously, Columbia State also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, Columbia State does not ordinarily make its buildings or other facilities available to outside individuals or groups. Exceptions may be made only if the proposed use is consistent with TBR policy and Columbia State's policy and mission.

### **I. Access to Campuses and Use of Property or Facilities**

#### **A. Access to Facilities and Prioritized Users**

1. In general, Columbia State Community College's campuses and facilities are restricted to the Institution, Institutional administration for official functions, affiliated individuals/entities, and invited or sponsored guests of the College, except as specifically provided by this policy, related policies, or when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose. Outdoor recreational facilities are open to the public when not in use by the College and in accordance with the procedures and process set forth in this policy.
2. All persons utilizing College facilities are subject to all applicable federal, state, and local laws and regulations, policies and guidelines of the Tennessee Board of Regents, and rules and regulations of Columbia State, including traffic and parking regulations.
3. All persons on any Columbia State campus shall provide adequate identification, upon request, to appropriate officials and security personnel. College staff and students who refuse to provide appropriate identification may be subject to disciplinary action. Other individuals who refuse to provide such identification

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shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

## II. General Conditions for Use of Property or Facilities

- A. Use of campus property and facilities, according to prior approval requirements for meetings and activities, is subject to the restricted number of persons who may attend in accordance with appropriate building and fire codes and safety standards applicable to the particular facility and/or property at issue.
- B. No assembly, meeting, demonstration, or other activity shall be permitted on any Columbia State property or in any campus building or facility when:
  - 1. Use of the property or facility cannot be reasonably accommodated in the area requested, or that the set-up/take-down time required for other previously scheduled activities cannot be met.
  - 2. Use of the property or facility would cause substantial disruption or unreasonable interference with the normal activities of the College.
  - 3. Use of the property or facility would compete or conflict with the College's activities.
- C. Facilities, buildings, and grounds not specifically identified as available for use are specifically unavailable for use other than for normal administrative or educational purposes.
- D. Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official. The official will take into account the College's mission and the nature of the facility or property requested, location, and time of day, etc. (Sound amplification may be restricted during class times.)
- E. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable College policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
- F. College regulations governing the conduct of assemblies, meetings, and demonstrations of affiliated groups, organizations, and individuals shall apply to assemblies, meetings, and demonstrations of non-affiliated groups, organizations, and individuals.
- G. Groups and organizations, affiliated or non-affiliated, utilizing college facilities may not make temporary or permanent alterations to campus facilities and/or equipment without prior approval of the College. If unapproved alterations are made, the group or organization shall restore the facilities and/or equipment to its original state.

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- H. Groups and/or organizations, affiliated or non-affiliated, utilizing College facilities must have a sponsor and/or responsible supervisor.
- I. Users of facilities and/or property and/or their sponsor(s) are responsible for all activities associated with the event.
- J. Use of the requested campus facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
- K. Non-affiliated groups and organizations will be assessed rental or minimum facilities access fees. For-profit organizations will be assessed full rental fees. Non-profit groups will be assessed a minimum facilities access fee if the group charges for participation or attendance to an event. All non-affiliated groups shall also be required to provide a performance bond or insurance guaranteeing performance of the user's obligations. All groups, organizations, and individuals, by making application for registration of an activity and by subsequent use after approval by the College, agree to indemnify the College and hold it harmless for any and all liabilities arising out of the use of the property and/or facilities of the College, including, but not limited to, personal injury, property damage, court costs, and attorney fees.
- L. The College shall identify specific facilities, uses, or events for which bond, security, and/or liability insurance will be required. In setting its policy, the College may consider the nature and uses of particular facilities and/or locations on campus and the anticipated event size or attendance for any use of campus facilities and/or property. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.
- M. Priority for scheduling Columbia State's facilities and/or property will be as follows:
1. Academics and WCE classes
  2. Student activities
  3. Columbia State/Foundation sponsored events
  4. Public service groups
  5. Government agencies
  6. Community oriented non-profit organizations, and
  7. Other uses allowed by this policy.
- N. The use of, and/or possession of any drug or controlled substance, or sale or distribution of any such drug or controlled substance, on any Columbia State owned or controlled property is strictly prohibited.
- O. The use and/or possession of alcoholic beverages on any Columbia State owned or controlled property is subject to TBR Policy 1:07:00:05.
- P. Possession of firearms, weapons, and/or explosives on any Columbia State property is strictly prohibited as outlined by College and TBR policy. Exceptions do apply for

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employees of the College that have a valid Handgun Carry Permit (Reference TBR Policy 07:01:00:00). Law enforcement officers are permitted to carry firearms on College property.

- Q. Smoking, or use of other tobacco products, is prohibited on all Columbia State properties. (Reference Columbia State Policy 07:17:00.)
- R. A College staff, manager must be on site to oversee proper use of equipment during theater events
- S. Ushers will be required for performance events in the Cherry theater. Number of ushers will be dependent on expected attendance. Attendance of 250 or less will require 2 ushers and attendance above 250 will require 4 ushers. Ushers must be 18 years of age or older. Ushers will receive safety instructions from the Event Manager.
- T. Catering (Food Service)
  - 1. Affiliated entities (excluding the Foundation) must follow College contractual agreements for food services for the campus in which the activity occurs.
  - 2. If a proposed agreement does not exist for a campus, affiliates/non-affiliates may use the caterer of their choice.
- U. College property and facilities may not be used by any non-affiliated entity/individual for the conduct of sales activities, except when engaged in a business relationship pursuant to a contract with the College, and/or when a rental or lease agreement is in place specifically for such temporary purpose.
- V. Columbia State reserves the right to limit the use of College facilities by non-affiliated individuals and non-affiliated entities.
- W. Columbia State reserves the right to make final determination on the use of all College facilities, buildings, and grounds, as well as to terminate the use of campus facilities or property by any group, organization, or individual which violates any provision of Tennessee Board of Regents policy, Columbia State policy, local, state, or federal law or regulation.

### III. Political Use

- A. Candidates for public office may be invited to speak on campus, provided the proper registration requirements have been met and equal opportunities are given to all candidates for the same office. Political fundraising at such an event is strictly prohibited.

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- B. Candidates for public office may not post political signs and/or advertising on Columbia State campuses.
  - C. Student organizations are allowed to disseminate material regarding campus or general election information after registering with the Student Affairs Office.

#### IV. Religious Use

- A. Affiliated entities may utilize campus property and facilities for the purpose of religious worship or activities after the request is received and scheduled by the appropriate office.
- B. Non-affiliated entities may utilize campus property and facilities, on a temporary basis and in accordance with other guidelines in this policy, for the purpose of religious worship or activities.

#### V. Literature Distribution

- A. Columbia State allows distribution of literature or materials providing that the distribution is in a manner that does not impede the operation of the College, the movement of student and personnel patterns, or infringe on the personal space of others. Individuals desiring to distribute literature are to register with the Student Affairs Office.
- B. Any proposed distribution of literature by an affiliated or non-affiliated group, organization, or individual is subject to the specified registration requirements and procedures of the College. Literature and/or advertisements may only be distributed in conjunction with a filed registration for use of campus facilities.
- C. Any literature which is, or which is proposed to be, distributed shall comply with all applicable federal, state, and local laws and regulations, as well as the rules and policies of Columbia State and the Tennessee Board of Regents. No obscene literature or material, as defined by law, may be distributed. Columbia State shall have the right to terminate the distribution of literature, including any obscene material, which violates the provisions of TBR Policy No. 1:03:02:50, or federal, state or local law.

#### VI. Solicitation

- A. Solicitation for commercial purposes is prohibited on all the property owned or leased by the Institution, unless specifically provided for in a College contract.
- B. Columbia State may require any group, organization, or individual to verify the use, application, or disposition of funds solicited on campus property.

#### VII. Advertising

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- A. Affiliated groups, organizations, or individuals may place advertising materials on campus property in such places as are designated by the College.
  - S. Non-affiliated groups, organizations, or individuals cannot place any advertising signs, posters, or other material on campus properties or facilities until the Student Affairs Office, or the appropriate campus administrator, determines that it is a service, benefit, or information for students.

**VIII. Bulletin Boards**

- A. Use of campus bulletin boards is limited to affiliated groups, organizations, individuals, and to official use by the College. Commercial signs, posters, etc., are prohibited.
- B. Columbia State requires prior approval for the use of all bulletin boards on its campuses. Approval is granted by the Student Affairs Office or the appropriate campus administrator.

**IX. Rental Rates and Related Charges**

**A. Affiliated Entities**

- 1. Columbia State provides facilities and services, generally without charge, to affiliated groups, organizations, and individuals.
- 2. Affiliated entities may be assessed the cost of providing maintenance, custodial services, audio/visual resources, and/or security services as a result of their use of campus property or facilities.

**B. Non-Affiliated Entities**

Rental rates for non-affiliated entities may include the fair market value of providing the property or facilities, which may include overhead, depreciation, maintenance and security expenses.

**T. Exceptions**

The College President, or his or her designee, reserves the right to waive rental rates and related charges for use of campus facilities, equipment, and custodial fees.

**D. Payment**

Payment is to be submitted to the Columbia State Business Services Office by the close of business on the day of the event, or by close of business on the first workday immediately following the event.

**E. Charges**



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A Usage Fee Structure is available from the College upon request. The Fee Structure outlines facilities, equipment, and service charges. It is reviewed as needed or annually.

## **PROCEDURES**

### **I. Application for Access/Use of Property and Facilities**

#### **A. Affiliated Entities – Internal**

1. Submit a written request to the appropriate office to reserve a space.
2. All reservations are to be confirmed in writing.

#### **B. Affiliated – External and Non-affiliated Entities**

1. To reserve facilities, the User must submit their request to the appropriate office for completion of an Application.
2. The appropriate office will review the requests, with the exception of the athletic facilities and athletic fields. Requests related to athletic facilities and/or athletic fields must be submitted to the Vice President for Student Affairs. Approval or denial of the request will be in writing and may take the form of an email message.
3. Public service groups, government agencies, and community oriented non-profit organizations are subject to user fees related to overhead, depreciation, maintenance, equipment, and security expenses, but may be considered for facility fee rental waiver or reduction. The following types of non-affiliated entities will be considered:
  - a. Statewide, regional, or local meetings of the Tennessee educational organizations;
  - b. Statewide, regional, or local programs sponsored by a person or group with a specific public service function and/or is not for profit (i.e., a non-profit organization);
  - c. Statewide, regional, or educational programs of other groups or associations of an in-service or educational nature; and
  - d. Non-regularly scheduled meetings, banquets, and programs sponsored by groups, and/or organizations that routinely contribute financially or in-kind to the advancement of the College.
4. In utilizing campus property and/or facilities, non-affiliated groups, organizations, and individuals shall provide one of the following:
  - a. A certificate of liability for coverage of personal injury and property damage
  - b. Other types of insurance in such amounts as are designated by the College.



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5. When non-affiliated entities require food services, they must follow the food services guidelines in place at that campus location.
  6. All costs will be calculated based on internal guidelines at the time the request is submitted.
  7. There will be no charges for College-related activities or activities that are being hosted or sponsored by the College.
  8. Meeting the needs of affiliated - internal constituencies will take priority over external requests.
  9. The College President or his/her designee must approve any exceptions to this policy. The decision of the President or his/her designee will be final.
  10. In utilizing campus property and/or facilities, non-affiliated groups, organizations, and individuals shall abide by Policy 07:11:01 Minors on Campus and provide the following:
    - a. Disclosure of participation of any minors on campus
    - b. Confirmation of completed Minors on Campus Training for Covered Adults
    - c. Submission of background check information for Covered Adults

#### C. Unassigned Areas

Any affiliated entity or individual, or non-affiliated entity or individual, wishing to assemble, demonstrate, distribute literature, or engage in similar public activity on one of the Columbia State campuses must complete a reservation form by contacting the Student Affairs Office. Reservations should be completed at least five (5) business days in advance of the desired date of the activity.

Assembly may occur on the campus except in areas that disrupt the flow of vehicular or pedestrian traffic or interfere with the normal activities of the Institution.

## II. Denial of the Use of Facilities

Denial of a request to access/use campus facilities and/or property shall be based on factors related to reasonable regulations in light of the Institution's mission and the nature of the facility or property requested. Columbia State may deny affiliated entities or individuals, or non-affiliated entities or individuals, the use of College facilities, including unassigned areas. Such reasons include, but are not limited to, the following:

- A. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority.

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- B. Frequency and duration of space utilization during an academic year. The College does not enter into long-term lease agreements with non-affiliated entities. Theater, performance events and related occupancies will be limited to 2 productions per non-affiliated entity per academic year and 15 total days per production. Only one theater may be utilized at a time per individual, non-affiliated lease agreement.
  - C. Request for space made less than 2 weeks prior to an event or request made more than 4 months prior to an event.
  - D. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances.
  - E. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration.
  - F. The applicant or sponsor of the activity has been responsible for violation of College or TBR policy during a previously registered use of campus property or facilities.
  - G. The applicant has previously violated any conditions or assurances specified in a previous registration application.
  - H. The facility or property requested has not been designated as available for use for the time/date.
  - I. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested.
  - J. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made.
  - K. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the Institution, the educational use of other facilities or services on campus, or the flow of vehicular or pedestrian traffic.
  - L. The activity conflicts with scheduled College events and/or programs.
  - M. The activity conflicts with existing contractual obligations of the Institution.
  - N. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the Institution's officials, faculty members, students, the damage or destruction or seizure and subversion of the Institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official(s) may consider all relevant factors.

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- O. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR, or the College.
  - P. Certificate of liability insurance of not less than \$1,000,000 was not presented.

*August 2, 1989; Revised: March 10, 1999 (revised rental rates and related charges for use of facilities and/or equipment and clarified procedures for scheduling facilities); February 11, 2002 (new policy format and new policy number combining policies 04-20, 06-08, 06-09, and 06-10); May 8, 2002 (to include extended campuses); July 22, 2004 (updated titles and revised Appendices A, B, C and D); February 27, 2013 (TBR policy 3:02:02:00 deleted, policy aligned to meet new TBR policy 1:03:02:50 established, appendices combined, new appendices added, new policy format and updated titles); Revised November 2018; reviewed and accepted by Cabinet, approved and signed by the President April 2021; updated, reviewed/accepted by Cabinet, approved and signed by the President September 2021, reviewed/accepted by Cabinet, approved and signed by the President April, 2024, updated, reviewed/accepted by Cabinet, approved and signed by the President October 2024*