8.6 Solicitation by Private or Non-College Individuals or Groups

Last Revised: April 2011

Policy: Any private or non-college individual, organization, agency, or group desiring to distribute literature or other items, recruit volunteers, employees or members, seek donations, or express social, political, religious or other views on any property owned or leased by, or operated under the jurisdiction of, Piedmont Community College (PCC) is required to comply with the College’s solicitation procedures listed below.

This policy does not apply to individuals or organizations who are invited to campus by authorized PCC administrative personnel as part of an approved College activity or event. PCC is an authorized voting precinct; therefore, on election days, this policy does not apply to individuals or organizations associated with campaign parties and/or interests as long as the individuals or organizations comply with federal, state and local voting precinct laws and regulations.

Purpose/Definitions: PCC seeks to provide a safe, healthy and nurturing student learning environment by instituting policies, procedures, and guidelines to further define the College’s roles as 1) an educational and cultural facility for students, faculty and staff; 2) a place of employment; 3) a community resource; and 4) a business partner and client.

Solicitor: Any private or non-college individual, organization, agency, or group desiring to distribute literature or other items, recruit volunteers, employees or members, seek donations, or express social, political, religious or other views on any property owned, leased, or operated under the jurisdiction of PCC.

Approval Authority/Monitoring Authority: PCC’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Definition: College Community – College affiliated or college sponsored groups or individuals.

Procedure: Compliance with the procedures and guidelines listed below is required to distribute literature and other items, recruit volunteers, employees or members, seek donations, or express social, political, religious or other views on any property owned, leased, or operated under the jurisdiction of PCC.

Procedures for Acquiring Permission

   a. Written request must be submitted to the Vice President, Administrative Services at least five business days prior to the requested date of solicitation.
   b. Request forms are available in the Business Office located in the H. James Owen Administrative Building on PCC’s Person County Campus and in the Caswell Campus Executive Director’s Office on PCC’s Caswell County Campus.
   c. Once the request has been received, the Vice President, Administrative Services or designee will have two business days to act on a request.
      i. Decisions will take into account:
1. Any special circumstances that may relate to College activities.
   2. Availability of the designated public speaking areas.
      ii. Decisions will be content-neutral.
      iii. College will contact applicant regarding availability within three business days after receipt of request.
   d. Access will be granted on a first-come, first-served, space-available basis.
   e. Solicitors’ access to the designated public speaking areas will be limited to one-and-a-half hours at a time and not more than once a month per campus.

2. Information Requirement
   a. The name, mailing address, e-mail address and phone number of a responsible contact person who will be present on campus during the event.
   b. Disclosure of this information is required to permit proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated areas.
   c. When several groups wish to distribute literature at a particular location, in accordance with general College policy, preference in use of campus facilities will be given to members of the College community.
   d. In acting on requests from members of outside political or religious groups and representatives of candidates, individuals who are sponsored by members of the College community will be preferred.

Procedures for the Solicitation Event

1. Upon arriving on PCC’s campus:
   a. If solicitation is on the Person County Campus, solicitors must report to the receptionist’s desk, located in the H. James Owen Administration Building (Building A), to obtain a Visitor’s Pass before proceeding to designated speaking area.
   b. If solicitation is on the Caswell County Campus, solicitors must report to the receptionist’s desk located in the lobby of the Building K to obtain a Visitor’s Pass before proceeding to designated speaking area.

2. Solicitation events will be limited to a 1½ hour time period per month, per campus.

3. All approved solicitation events will be allowed only Monday through Friday during the hours of 8:00 a.m. until 6:30 p.m.

Distribution of Written Material and Other Items

1. Pamphlets, publications, advertisements, and any other such materials may not be distributed through any form of the College’s internal mail system. Such materials may, however, be distributed by hand pursuant to an approved request in compliance with the provisions of this policy. Distribution of lawful written materials or items will not be denied based solely on the content or the viewpoints expressed in the materials or items.

2. Any individual, organization, agency, or group that distributes written materials or other items on any property which is owned, leased, or operated under the jurisdiction of the College shall reimburse the College for any of the College’s internal or external clean-up costs associated with the distribution of such materials. PCC expressly prohibits any non-College individual, agency, organization, or group from using any surface such as walls, bulletin boards, trees, or the like
located on any property owned, leased, or operated under the jurisdiction of the College to display any written or otherwise visual materials.

**Designated Areas**

1. Person County Campus
   - Bookstore Patio
2. Caswell County Campus
   - Lower Patio in front of Building K

**Noise Restrictions**

No microphones, bullhorns, or other amplification devices may be used. Also noise levels that cause or are reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College are prohibited.

**General Restrictions**

1. No sidewalks or building accesses may be blocked, nor may normal College operations be impeded.
2. No signs, placards, or banners may be displayed.
3. Physical or verbal harassment of members of the College community will be cause for the immediate revocation of solicitation privileges.
4. Solicitation or distribution of literature or other items outside of the approved solicitation hours or locations will be cause for the immediate revocation of solicitation privileges.

**Grounds for Denial of Access or Removal from PCC Property**

1. Failure to comply with this policy.
2. Advocating illegal conduct that is directed to inciting or producing imminent unlawful action and is reasonably likely to incite or produce such action.
3. Touching, striking, or impeding the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
4. Photographing, audio recording, or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, audio recorded or videotaped.
5. Engaging in disruptive or disorderly conduct that is reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College, such as fighting or use of profanity.
6. Damaging, destroying or stealing College or private property on campus.
7. Possessing or using firearms, explosives, or dangerous weapons or substances.
8. Possession of illegal substances, such as alcohol or illegal drugs.
9. Obstructing the free flow of pedestrian or vehicular traffic.

**Reference Citation:** *Bloedorn v. Grube*, No. 10-10168, 2011 WL 284473 (11th Cir. 1/28/11).

**History:** Drafted October 1988, Revised October 2001, Reviewed September 2010, Revised April 2011
Solicitation by Private Individuals or Non-College Groups Form

Piedmont Community College is committed to supporting freedom of speech and recognizes that free speech is the best means for arriving at truth and mutual understanding. The College also recognizes that the rights to assemble peaceably and to petition the government for redress of grievances are important components of free speech. Therefore, the College will protect the rights of free speech, petition, and peaceable assembly as set forth in the U.S. Constitution. However, it is also the responsibility of the College to provide a suitable environment for its students, faculty and staff to study, conduct research, and perform other activities without undue interference or disturbance.

Before completing this form, please read PCC Policy 8.6 in its entirety to ensure compliance with College Policy. This form shall be completed and delivered to the Vice President, Administrative Services at least two business days in advance.

Requesting organization or person: ________________________________________________________________
Primary Topic or Purpose of Planned Activity: ______________________________________________________
Primary contact person: _____________________________________________________________
Phone number: _____________________________________________________________________________
Email address: ______________________________________________________________________________
Mailing address: ____________________________________________________________________________
Today’s Date: ____________________________

Proposed Date* of Solicitation or Public Assembly: _______________________________________________
Proposed Time* of Solicitation or Public Assembly: _______________________________________________
*Approved registrations are good for 1 ½ hour appearance in one month. Refer to policy as to time restrictions.

Campus ** at which Solicitation or Public Assembly to be held: __________________________
**Refer to policy for designated areas allowed for solicitation or public assembly. PCC does not provide equipment or materials of any kind.

Your signature below acknowledges that you:

- Have read and agree to abide by PCC Policy 8.6 – Solicitation by Private Individuals or Non-College Groups. (Particular attention should be paid to the policy in regards to Distribution of Written Material and signage.)
- Agree to be responsible for any damages to College facilities as a result of your event & agree to ensure that the area is clean upon your departure.

Signature - Applicant: ___________________________ Date: ___________________________

Signature - VP, Administrative Services: ___________________________ Date: ___________________________