

8.6 Solicitation by Private or Non-College Individuals or Groups

Last Revised: May 2025

Policy: Piedmont Community College (PCC) allows approved solicitation on any property owned or leased by, or operated under the jurisdiction of, the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the procedure to be followed by any private or non-college individual, organization, agency, or group approved 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.

Definitions

Image—a photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction that is made by electronic, mechanical, or other means.

Solicitation—any oral or written request, made directly or indirectly, for money, property, financial assistance, or any other thing of value whether or not the person making the solicitation receives any contribution ([N.C.G.S. 131F-2](#)).

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/CFO has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. 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 ([N.C.G.S. 163-166.4](#)).
- 1.2. 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.
 - 1.2.1. No person shall physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them to fight or lead to a breach of the peace.
 - 1.2.2. Note that images involving voluntary participation in public or commercial settings are allowed by N.C.G.S. 14-190.5A.

Section 2: Acquiring Permission

- 2.1. A written request must be submitted to the Executive Assistant to the Vice President, Administrative Services/CFO at least fifteen (15) business days prior to the requested date of solicitation. (See Exhibit 8.6 Solicitation or Gatherings by Private Individuals or Non-College Groups Form.)
 - 2.1.1. Information on the form is used to permit proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated areas.
 - 2.1.2. In acting on requests, individuals/groups who are sponsored by members of the College community will be preferred.
 - 2.1.3. All approved solicitation events will be allowed in accordance with posted college hours and the College's calendar.
- 2.2. Request forms are available at the reception desk in the H. James Owen Administrative Building (Building A) on the Person County Campus, in the Office of the

Director, Multi-Campus Sites in Building K on the Caswell County Campus, and electronically on the intranet.

- 2.3. Once the request has been received, the Vice President, Administrative Services/CFO or designee will have three (3) business days to provide a response to the primary contact person listed on the form.

- 2.3.1. Decisions will take into account:

- 2.3.1.1. Any special circumstances that may relate to college activities.

- 2.3.1.2. Availability of the designated public speaking areas.

- 2.3.2. Decisions will be content-neutral.

- 2.4. Access will be granted on a first-come, first-served, space-available basis.

- 2.5. Unless otherwise approved, 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 unless unforeseen circumstances arise that require immediate disbandment due to safety precautions.

Section 3: Check-in Requirement

- 3.1. Upon arriving on PCC's campus:

- 3.1.1. 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 check-in before proceeding to the designated area.

- 3.1.2. If solicitation is on the Caswell County Campus, solicitors must report to the receptionist's desk located in the lobby of Building K to check-in before proceeding to the designated area.

- 3.1.3. If solicitation is approved at other PCC locations, a set check-in area will be provided to the requestor.

Section 4: Distribution of Written Material and Other Items

- 4.1. The distribution of literature within the designated area is acceptable. The College reserves the right to assign the distribution of literature to an indoor location if appropriate.

- 4.1.1. PCC prohibits any non-college individual, agency, organization, or group from using any surface such as internal or external walls, glass surfaces, trees, lamp posts, 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.
- 4.2. Pamphlets, publications, advertisements, and any other such materials may not be distributed by solicitors through any non-approved form of the College's internal mail or email system.
 - 4.2.1. Such materials may, however, be distributed by hand pursuant to an approved request in compliance with the provisions of this policy.
 - 4.2.2. 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.
- 4.3. 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 be responsible for cleaning up the area before departing.
 - 4.3.1. Failure to leave the assigned site in good condition (litter-free) upon completion of the approved solicitation time may result in the denial of future requests.

Section 5: Designated Areas

- 5.1. The College hereby creates on its property a limited public forum for use by individuals or groups not invited by or associated with the College. The following areas, and other areas as approved upon request, are designated for this purpose.
 - 5.1.1. Person County Campus
 - 5.1.1.1. In front of the main entrance to the Timberlake Art Gallery (Building D)
 - 5.1.1.2. In front of Building S
 - 5.1.1.3. Lobby in Building E (Student lounge/dining area)
 - 5.1.2. Caswell County Campus
 - 5.1.2.1. Lower Patio in front of Building K
 - 5.1.2.2. Lobby in Building K

Section 6: Amplification Systems

- 6.1. Amplification systems pose a significant potential for disruption of College operations. Therefore, public address and amplification systems may not be used without prior approval. This includes, but is not limited to, megaphones, bullhorns, and PA systems.

Section 7: Grounds for Denial of Access or Removal from PCC Property

- 7.1. The following actions may result in the denial of future solicitation requests and/or removal from PCC property:
 - 7.1.1. failure to comply with this policy.
 - 7.1.2. substantially or materially interfering with or disrupting any other lawful activity.
 - 7.1.3. committing any act likely to create an imminent safety or health hazard.

Legal Citation: [N.C.G.S. 14-190.5A](#); [N.C.G.S. 15A-287](#), [N.C.G.S. 131F-2](#), [N.C.G.S. 163-166.4](#);
Bloedorn v. Grube, No. 10-10168, 2011 WL 284473 (11th Cir. 1/28/11)

History: Drafted October 1988, Revised October 2001, April 2011, November 2021, May 2025

Exhibit is shared by PCC Policy 8.12 Free Speech and Public Assembly: Revised March 2022

Exhibit 8.6

Solicitation or Gatherings 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 and Policy 8.12 in their entirety to ensure compliance with college policy. This form shall be completed and submitted to the Executive Assistant to the VP, Administrative Services/CFO at least fifteen (15) business days in advance.

I. Applicant Information

Organization:

Address:	City:	State:	Zip:
Daytime Phone Number:	Cell Number:	Email:	

Primary Contact:

Address:	City:	State:	Zip:
Daytime Phone Number:	Cell Number:	Email:	

Contact person, day of event:

Address:	City:	State:	Zip:
Daytime Phone Number:	Cell Number:	Email:	

II. General Event Information

Please provide the common name by which the event is to be known:

Please select the type of event:

- | | | |
|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Run/Walk Race | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Ceremony | <input type="checkbox"/> Festival/Street Fair | <input type="checkbox"/> Other _____ |

Please provide a brief description of the purpose of the proposed event:

Please indicate the following:

- a. Proposed Event Date(s): _____
- b. Proposed Time Period(s) of the Event: _____
- c. Location of Event: _____
- d. Approximate Number of People to Attend the Event: _____

*Approved registrations are good for 1 ½ hour appearance in one month. Refer to policy as to time restrictions.

Please provide a general description of the activities planned during the event:

Please indicate which of the following staging items will be used during your event:

- ☐ Loud speakers
- ☐ Bleachers
- ☐ Stage(s)
- ☐ Dance Floor
- ☐ Microphones
- ☐ Live Entertainment
- ☐ Other: _____

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

Campus and location** at which solicitation or public assembly is 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 and PCC Policy 8.12 Free Speech.** (Particular attention should be paid to the policies 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 of Applicant _____ Date _____

Signature of VP, Admin. Services/CFO _____ Date _____