

North Hennepin Community College

Pol Policy Committee

Effective Date: January 12, 2015

Next Review Date: AY2019-2020

Regulatory Authority:

MnSCU

In accordance with the Minnesota Clean Air Act, smoking is prohibited in any College building or enclosed walkway and within 20 feet of all building entrances. Smoking is allowed in designated outdoor areas only. The full Smoking and Tobacco Use policy can be found online

- x Products/Completed Operations Aggregate \$2,000,000
- x Personal and Advertising Injury -\$2,000,000
- x General Aggregate \$2,000,000

North Hennepin Community College must be named as an additional insured with respect to their liability arising out of the facility user's activities.

Part 3. Procedures for Reserving Space at NHCC

This procedure is intended to facilitate responsible stewardship of institutional resources. Any person or organization using College facilities must adhere to applicable College policies and procedures and to federal, state and local statutes, regulations, and ordinances. Groups that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately and may have their reservation privileges suspended.

Subpart A. Faculty and Staff Requests

Faculty and staff requesting the use of College facilities for a College or department sponsored event or activity must complete the Event Proposal Form found on SharePoint. When submitting this form, all equipment, technology, facility, catering, and security needs must be included. The facilities coordinator will strive to assign the room or type of room preferred. Once a room is assigned, it will be listed on SharePoint. Contact the facilities coordinator in the Educational Services building at 763-424-0888 with any questions or concerns.

If the described activity appears to be an external or sponsored event or activity, the facilities coordinator will contact the requestor and identify the appropriate room rate and any additional requirements or service fees

North Hennepin Community College employees may not use college facilities for work related activities except as available to the general public and consistent with the Facilities Use procedure 6.12.1.

Subpart B. Student Requests

Students who need to reserve space for a meeting, student event/activity, or a special event, must contact a representative from the Student Life Office. The Director of Student Life must approve prior to any event or activity on campus. The Student Life Office will then work with the facilities coordinator to reserve the requested space. No campus activity will be permitted without following this procedure.

1. Club meetings/activities: Requests for room for the purpose of club meetings or closed club activities must be made at least three days prior to the meeting date. Requests for dedicated space for a club meeting or closed club activity must be made within the first week of the semester and will be reviewed based on the unique needs of the club and the availability of college facilities.
2. Student Events or Activities: Requests for space for a student event or activity as defined above must be made three days prior to the scheduled event.
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for a special event. However, decisions about space reservations will be made on a viewpoint neutral basis.

Subpart C. External Organizations Requests

External organizations interested in utilizing College facilities must contact the facilities coordinator at 763-424-0888.

Subpart D. Confirmations

The facilities coordinator will confirm requested reservations by fax, mail, or email within two (2) business days. The reserving group's contact person will be required to sign the lease agreement agreeing to NHCC policies and procedures and return the confirmation to the facilities coordinator within two (2) business days of receipt. At the time of signing the confirmation, no changes to event details can be guaranteed.

Subpart E. Cancellations or No-Shows

The facilities coordinator reserves the right to impose a cancellation fee if written notice to cancel a space is not submitted at least (5) working days prior to the event and for all no shows on reservations where physical labor has been expended.

Part 4. Special Services

6. Students who violate the Student Code of Conduct in the course of a demonstration or protest may be subject to disciplinary action under the student conduct system as well as penalties under applicable state laws. Minnesota Statute Section 624.72 addresses the issue of demonstrations and states that, "Whoever, intentionally, or through coercion, force or intimidation, denies or interferes with the lawful right of another to the free access to or egress from or to use or remain in or upon public property or in a like manner interferes with the transaction of public business therein or thereon may be sentenced to imprisonment for not more than one year or a fine of not more than \$3,000 or both."
7. The facilities coordinator shall approve applications properly completed unless there is reason to believe:
 - a. The facility is inadequate or inappropriate for the planned event.
 - b. The organization is under disciplinary penalty prohibiting its use of College facilities.
 - c. The proposed use includes an activity that would violate state law, city ordinance, or College policy.
 - d. The proposed use would constitute an immediate or potential danger to the peace or security of the College that available law enforcement officers could not control or would disrupt or disturb other scheduled programs.
 - e. The proposed activity would constitute an unauthorized or perceived joint sponsorship with a private individual or organization.

Subpart B. Time, Place, and Manner

The time, place, and manner of exercising speech on the campus are subject to regulations adopted by College administration. Orderly conduct, noninterference with College functions and activities, identification of sponsoring groups or individuals is required. In most cases, groups or individuals who are not officially recognized by the North Hennepin Student Senate will be directed to specific locations, e.g., public sidewalks, where they may protest or demonstrate. Outdoor sound amplification will be permitted only with the advance approval of the President or his/her designee.

Subpart C. Disruption of Academic or Operational Functions

Students have the right to freedom of speech, peaceful assembly, petition and association that is accorded to all persons by the Constitution. Students and student organizations may examine and discuss all questions of interest to them and express opinion publicly as well as privately. They may support causes by lawful means that do not disrupt the operations of the College or the operations of organizations authorized to use College facilities.

When an activity first occurs that interferes with the academic or operational functions of the college, every attempt will be made to resolve the matter through voluntary compliance, cooperation, and the exercise of restraint by all parties involved. If the disruptive activity continues, the President or designee shall take the following steps:

1. Those persons engaged in the disruptive behavior shall be asked to identify themselves.
2. If activities (protests/demonstrations) are occurring that are threatening to the safety of the participants and arrests appear to be warranted, the arrests will be made only after the Director of Public Safety or designee has consulted with the President or designee providing:
 - a. there is an opportunity to do so; and,

- b. there is no immediate safety threat to participants.
- 3. The Director of Public Safety or designee shall advise them of their legal obligations, urge them to stop the disruptive activity, and give them notice according to the state and local laws. If those individuals refuse to identify themselves or refuse to stop the disruption, the Brooklyn Park police will be called.
- 4. Individuals engaged in disruptive behaviors who refuse to identify themselves or who refuse to stop the disruption shall also be subject to summary suspension from the College. They shall be informed by the Vice President of Student Affairs or designee as to the process for violations of the NHCC Student Code of Conduct.

Part 5. Exceptions

Any exceptions to this policy and procedure require the written approval of the College President or his/her designee(s).

Review Action	Date(s)
Campus Community Review Period	October 20-31, 2014
Shared Governance Council Review	November 14, 2014
Labor/Management Meetings Review	AFSCME- November 21, 2014 MAPE- November 21, 2014 MMA- November 21, 2014
Student Senate Review	December 5 2014
President Approval	December 15, 2014
Campus Community Dissemination	December 19, 2014

History

- x Originally approved January 1, 2006
- x Revised spring 2013
- x Revised fall 2014 to include language about employee use of facilities.