



HAYWOOD COMMUNITY COLLEGE

185 Freedlander Drive
Clyde, NC 28721
(828) 627-2821

HCC USE ONLY:	
Permit Approved <input type="checkbox"/>	Permit Denied <input type="checkbox"/>
Date _____ HCC Official Signature: _____	

APPLICATION & PERMIT FOR CAMPUS FREE SPEECH, DISTRIBUTION OF MATERIAL AND ASSEMBLY

When signed by the authorizing authority, this application becomes the permit for the requested assembly. The assembly applicant, or other person heading such activity, shall be present and shall carry this permit upon their person at all times. Pages 1-2 of this application and permit must be presented upon the request of any College official.

1. ASSEMBLY INFORMATION:

Organization Name: _____	Date of Assembly: _____
Applicant Name: _____	Time Assembly Starts: _____
Mailing Address: _____	Time Assembly Ends: _____
_____	Number of Approximate Participants: _____
Phone Number(s): _____	Number of Approximate Spectators: _____
Email Address: _____	Number of Approximate Vehicles: _____

Responsible Parties that will be on site during the assembly.:

Name: _____ Phone: _____	Name: _____ Phone: _____
Name: _____ Phone: _____	Name: _____ Phone: _____

Requested Designated Area:

___ Main Campus Auditorium	___ Student Services Parking Lot (Upper)
___ Regional High Technology Center Auditorium	___ Student Services Parking Lot (Lower)
___ Mill Pond Field	___ Library Fountain Area

Describe the Type of Assembly.:

2. ADDITIONAL INFORMATION:

Please describe any recording equipment, sound equipment, banners, signs, or other attention-getting devices to be used during the assembly.:

Please include any other information that you feel may be helpful in considering this application.:

3. SPEECH, DISTRIBUTION OF MATERIAL AND ASSEMBLY FOR NON-COLLEGE MEMBERS:

- A. Non-College Members shall be allowed to use the approved Designated Area between the hours of 8:00 a.m. and 9:00 p.m. on Mondays through Fridays when the College's general curriculum classes are in session. The Designated Area is not available on weekends or when the College is closed. The College maintains the right to use the Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.
- B. Any Non-College Members will be allowed to use the Designated Area within the time restriction. All Non-College Member permit requests for use of Designated Area(s) for the purpose of free speech, distribution of material, and assembly shall be in accordance with the College permitting procedures for such requests and submitted to the Coordinator of Campus Development Services and Events at least five (5) business days prior to their activity on campus. The College does not restrict speech and/or activities based on content or viewpoint. The purpose of the permitting procedure is to review safety concerns and ensure there is adequate space in the Designated Area for the requested

date and time. Upon request by College officials, Non-College Members will be required to provide proof of permit for use of the Designated Area. Permits will only cover one (1) day at a time. Requests for standing dates (i.e., every Tuesday) will not be honored.

- C. The College will assign use of a Designated Area on a first come, first serve basis; however, the College may regulate hours to fairly accommodate multiple groups.

4. GENERAL RULES AND REGULATIONS:

- A. While expressing speech, distributing material or assembling, both College and Non-College Members are prohibited from doing the following:

1. Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger or speech that constitutes defamation;
2. Touching, striking, approaching or impeding the progress of pedestrians in any way, except for incidental or accidental contact;
3. Obstructing the free flow of pedestrian or vehicular traffic;
4. Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations;
5. Damaging, destroying or stealing College or private property; and
6. Possessing or using firearms, explosives, dangerous weapons or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non-service animals, etc.).

Any acts that are disruptive to the College's normal operations will not be tolerated and may result in an immediate termination of the activity. Non-College Members are required to remain in the Designated Area while on campus.

- B. Individuals may distribute pamphlets, booklets, brochures and other forms of printed materials on the condition that such material is designed for informational (not commercial) purposes. Individuals distributing materials must provide a receptacle for the disposal of such materials. The College does not assume any obligation or liability for the content of such distributed material. Any signs used may not be larger than three (3) feet by four (4) feet in size. Signs must either be held by participants or be freestanding signs that do not stick into the ground. No signs may be mounted on buildings, trees or other College property.
- C. Individuals are responsible for the cleanliness and order of the area they use. Individuals shall leave the area in the same condition it was in before the activity. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs and trees.
- D. Individuals are subject to sanctions for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to: repairing, cleaning, painting, replacement costs, restitution (by order of a court) and being banned from future use. College Members may also be subject to College disciplinary action as outlined in College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's security forces.

5. POLLING PLACES ON CAMPUS:

If campus buildings are used as public polling places, all activity must be in accordance with statutory and state/local Board of Elections requirements.

6. CITY SIDEWALKS:

City sidewalks that run along the borders of or within the College's campus are public forums and available to all members of the public. Use of city sidewalks must comply with federal and state laws as well as city ordinances.

7. CANCELLATION DUE TO INCLEMENT WEATHER:

In the event the college is closed due to inclement weather all permits for that day will be cancelled, announcements concerning college operation will be made by 6:00 a.m. for day classes on the Haywood Community College Website, local TV and radio stations, and on the Haywood Community College Hotline. It is the responsibility of the permit holder to notify assembly attendees.

8. ADVERTISING:

No assembly shall be advertised prior to receiving the approved permit with the Coordinator of Campus Development Services and Events signature.

9. PARKING:

The following regulations have been approved by the Board of Trustees of Haywood Community College. Should trustees amend these regulations, supplements will be issued. Traffic and parking regulations remain at all times on campus. Citation will be issued for the following offenses:

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|-------------------------------------------------------------------------------------|-----------------------------------------------------|
| a. Occupying more than one space. | h. Parking on grass. |
| b. Parking in lane traffic. | i. Parking within 15 feet of a fire hydrant. |
| c. Blocking building entrance. | j. Parking against traffic flow. |
| d. Obstructing sidewalk. | k. Parking in handicapped spaces. |
| e. Protruding into lane of traffic. | l. Reckless driving on campus. |
| f. Double parking. | m. Blocking loading zone. |
| g. Parking in reserved space. (Spaces printed in yellow are reserved zones.) | n. Parking on shoulder or road. |
| | o. Driving in excess of posted speed limits. |

All cars blocking drive, creating safety hazard, on grass, blocking dumpster, loading zones or designated tow-away zones are subjected to tow-away at the expense of the owner per authority given to the Board of Trustees in Chapter 795, Senate Bill 648.

10. ADDITIONAL RESOURCES:

<https://www.haywood.edu/policies-and-procedures>