

EVENTS AT COUNTY COLLEGE OF MORRIS: POLICY ON USE OF FACILITIES, GROUNDS, AND DIGITAL ENVIRONMENTS

Special events are opportunities that serve the mission of County College of Morris. To help ensure events are well planned, coordinated, and successful, this policy serves to support a safe, respectful and positive environment, and to ensure use of facilities, grounds, and College resources, both physical and virtual, as well as use of College staff, align with the College's mission and are permissible by applicable law, regulations and policy. It includes procedures to ensure there is reasonable and sufficient time and information to assess and, if needed, address safety, security, public health, plant and maintenance, food services, technology and other needs related to events so functions can take place in a way that minimizes the risk of any potential disruption, maximizes safety and public health protocols, and supports the purpose of the event.

I. Policy

For purposes of this policy, an event is any planned gathering including, but not limited to, celebrations, social gatherings, giveaways, meet and greets, lectures, forums, performances, concerts, rallies, speaker presentations, and conferences, whether in a campus facility, on campus grounds, or through virtual meeting space. Events that do not adhere to CCM's event policy are not permitted.

Individuals or organizations who choose to bypass this policy may be subject to disciplinary action including, but not limited to, loss-of-ability to host future events. In the case of employees operating in any capacity who fail to adhere to this policy, disciplinary action may be taken up to and including suspension with or without pay and/or termination of employment.

II. Event Sponsor:

All internal events should have a sponsor that is a recognized College academic or administrative department, group or organization. External events, hosted by non-affiliated groups, are facilitated by CCM's external events specialist, and must comply with all College policies and procedures, and the Facility Rental Policy Manual. For the purposes of this policy, both internal and un-affiliated sponsors are collectively referred to as "event sponsors."

The event sponsors are responsible for ensuring that all aspects of the event are in keeping with relevant College policies and that invited guests and audience members are treated with care, respect, and dignity. The sponsor is the primary planner and contact for the event and accepts full responsibility for all stages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, have a valid College account number or have approved access to a valid College account number and take fiscal responsibility for event costs. The sponsoring organization or group must be the sole source of event advertising and must have its name on all such advertising. Invitations to speakers and performers in no way indicate that the College or the event sponsor agree with points of view that may be expressed at the event. CCM values freedom of speech even when it disagrees with the content. The College, does however, expect that views

presented are unbiased, fair to all parties, free of malice and personal attacks, and work in tandem with CCM's Employee Code of Conduct, non-harassment and non-discrimination policies. Community members may object to speakers on campus with whom they disagree, but they may not do so in a way that prevents the speaker from expressing their views or prevents other members of the community from hearing or seeing the speaker. Individuals or groups may not suppress the speech of another individual. For example, they may not have a "heckler's veto" over speech with which they disagree. Because it is entrusted with serving all members of the community, County College of Morris does not endorse political parties or candidates running for or holding office, nor does it endorse specific political viewpoints.

For co-sponsored events, both groups and organizations must qualify as described above. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program to be used for another purpose.

III. Pre-Approval Requirements:

All events must be approved in writing by College Administration before announcements, advertising, and/or any arrangements can be made. To ensure the availability of resources necessary to support events at CCM and to ensure consistency in quality, event sponsors wishing to host an event under the CCM name, in a College facility, on College grounds, or through virtual space, must obtain advanced written approval, no less than, 30 calendar days in advance.

Internal Events: Employees wishing to host an event must obtain written approval by the Executive Vice President of Business and Finance. Students wishing to host an event must obtain advanced written approval by the Senior Vice President of Academic Affairs, Workforce Development and Student Success. Speakers invited to a classroom do not require prior approval by College Administration, but faculty members must ensure that the speaker is qualified to speak on a specific topic that is directly related to the course, its academic objectives, and aligns with the curriculum. (See Policies [2.2018 – Policy Limiting Solicitation on College Property](#), and [5.4001 – Academic Freedom Policy](#)). Failure to adhere to this portion of the events policy can result in discipline including loss of tenure and/or rank, suspension with or without pay, and/or termination.

Non-Affiliates: CCM-recognized academic and administrative departments or offices may sponsor non-affiliates seeking to hold events at CCM. All un-affiliated organizations or other outside entities wishing to sponsor an event at CCM must make their request to the external events specialist via the [Facility Rental Application Form](#).

The sponsor is the primary planner or contact for the event and accepts full responsibility for all ages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, take financial responsibility for event costs. The sponsoring department or office is expected to approve all advertising for the event. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

In order for a non-affiliate to gain access to CCM facilities, there should be a significant CCM interest in hosting the event. There should also be a strong nexus between the event the non-affiliate wishes to hold at the College and the educational mission of the College or its standing as a member of the Morris County community. The non-affiliate must agree to comply with all of the College's standard terms and conditions.

All College activities take precedence over requests by non-affiliated groups to use approved CCM facilities. Instructional (academic) needs, student activities, intercollegiate athletics and other College-sponsored events have priority in determining availability of facilities. Both internal and external competing events scheduled during convocations, commencement, or other special events are prohibited.

Contracts or obligations with outside speakers, performers, community members or organizations, or non-affiliated groups shall not be finalized until approval has been confirmed in writing by the Executive Vice President of Business and Finance. Contracts must comply with applicable laws, regulations and College policies. Screening commercial films, documentaries, and other copyrighted material must comply with applicable laws that govern commercial films and documentaries.

I. Event Coordination:

Upon written approval by the party designated above, event sponsors must work through the direction of a CCM designated event coordinator who will assist in reserving the appropriate space on campus for the event and ensuring that all resources, including grounds, facility, and virtual environments are available. A College event coordinator will also assist with security, technology, food services, parking, special permits, and any other concerns that are necessary to comply with the College's event policy. Event sponsors will be required to complete a brief inventory list of items they need the College to provide for the event. This written list must be provided to a designated College event coordinator a minimum of 30 days in advance of the event. Open lines of communication among all parties at an event are essential to ensuring safety and success.

Sponsors of large and/or high-visibility events are responsible for organizing a briefing meeting no later than twenty-one (21) calendar days prior to the event with the College's designated event coordinator, affiliated departments, College or community organizations, Public Safety, Plant and Maintenance, and other personnel fundamental to supporting the event. This meeting should review means of entry, egress, and general event set-up and logistics. The emergency procedures should also be reviewed.

The College is committed to providing a welcoming, accessible environment for individuals with disabilities and in compliance with state and federal regulations. Event sponsors should plan their events and activities with accessibility in mind. The College is a place of higher education and expects that events will not be disparaging, defaming, or damaging to individuals or groups of people. Individuals or organizations engaged in such behavior will

not be permitted to host future events and may be subject to additional penalties including termination.

IV. Advertising, Marketing, Promoting Events:

CCM's Office of Marketing and Public Relations (MPR) may be able to provide support to help market an event but is not obligated to do so. Availability of the MPR staff is limited due to institutional priorities and other factors.

Advertising, marketing, or promoting an event when using the College name requires prior approval from the Vice President of Marketing, Public Relations, and Enrollment Management. This includes, but is not limited to, the displaying of signs, banners, digital postings, bulletin boards, billboards, table coverings, flyers, as well as all multimedia outlets such as radio, television, social media. Strict adherence to MPR's marketing guidelines is required at all times: Media and Graphic Design Request Forms; Social Media Guidelines; Social Media Policy.

Non-affiliated organizations must include the following language on all promotional material and other collateral for events to be held at CCM: "This event is not affiliated with, endorsed by, or sponsored by CCM." Such language must be in a font type and size no smaller than the font type and size used in the rest of the event promotional material or other collateral. All promotional material and other collateral must be submitted prior to being distributed in connection with the event.

V. Usage of Facilities, Grounds or Digital Environment:

Cleaning and Trash Removal: Areas used for events must be cleaned and restored to original pre-event conditions. Non-affiliated groups will be responsible for cleanup of the area after the event.

Custodial Services: Custodial services include opening and closing the facilities and normal lighting (no theatrical lighting). Heating, ventilating, air conditioning, and normal clean-up is provided by building maintenance. Custodians will not be required to help load or unload non-College equipment.

Insurance: Proof of Insurance must be provided by outside groups following previously developed requirements. Permission to use College facilities when granted is provisional in nature, contingent upon receipt by the Office of Business and Finance of all requested forms and documentation. In the event that, the organizing group does not provide the College with the necessary insurance certificate, releases or other requested material by the specified time (which is twenty (20) working days before the event unless otherwise noted), the College reserves the right to withdraw the provisional permission to use the facilities. The organization group will hold the College harmless from any action arising out of such cancellation by the College

Movies and Television: Except for basic equipment, such as overhead projectors, all CCM specialized equipment may be operated only by approved College personnel. Only approved College personnel may operate equipment in the Music Technology Center (e.g., spotlights,

movie projectors, stage lighting, etc.) or other specialized equipment located anywhere on campus

Occupancy: Use of indoor spaces must adhere to maximum occupancy established by the Randolph Township Fire Marshall. Maximum occupancy of outdoor spaces will be determined by the Executive Vice President of Business and Finance with input from the Director of Public Safety.

Parking: Designated parking must be approved in writing through the Office of the President.

Location (right to assign, reassign, or terminate) of the event: County College of Morris reserves the right to determine the time and location of an event within reasonable boundaries.

Solicitation: Individuals or organizations wishing to solicit the campus community (employees, students, and/or visitors) must adhere to the College's Policy Limiting Solicitation on College Property (Policy 2.2018).

Weather: The College reserves the right to cancel or alter the time and location of an event due to inclement weather.

Weapons: Weapons are not permitted on CCM's campus except when carried by law enforcement officers. In accordance with Policy 3.1016 CCM Employee Code of Conduct, employees are prohibited from bringing weapons to any College property (including in College vehicles) and may not engage in the unauthorized use and/or possession of fireworks or other incendiary device on College premises.

Smoking: Smoking of any substance is not allowed at CCM. See Policy 2.2003 Smoking and Tobacco Policy.

Alcohol: Possession, use, and/or distribution of alcohol at CCM or at a CCM event must adhere to the Facility Rental Policy.

Animals: County College of Morris (CCM) generally limits the presence of privately-owned animals on campus. Organizations wishing to bring special equipment and/or animals into the College buildings or onto College premises must provide additional insurance coverage acceptable to the College before approval shall be considered. The College permits Service Animals on campus when they are doing work or performing tasks required by a disabled student, employee or visitor. See Policy 2.2019 Policy Governing Service Animals.

Abandoned Property: Anything left on College property is left at the risk of the organizing group. Items left unattended following an event will be considered abandoned. As such, they will be removed and discarded.

VI. Safe and Responsible Event

Consistent with the Rules of Student Conduct, the College may regulate the time, place, and manner of certain forms of public expression. This includes restricting certain activities when

the College believes there is a genuine threat of harassment and/or the potential for an unmanageable safety concern.

The College has an obligation to ensure that all members of the CCM community can participate in their academic pursuits without fear for their safety. That is the College's highest priority.