

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

College events are special 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. Invited Speakers:

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.

III. Event Sponsor:

All events should have a sponsor that is connected to the college; without limitation these may include the college as a whole, an academic or administrative department, or a recognized student organization.

The sponsor is responsible for seeing 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. Invitations to speakers and performers in no way indicates that the college or the 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, equity, non-harassment, and non-discrimination policies. 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.

IV. Pre-Approval Requirements:

All events must be preapproved in writing by College Administration (EVP of Business and Finance) 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, employee or external requests from community members or community organizations 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.

Employee or external requests from community members or community organizations must be approved in writing by the Executive Vice President of Business and Finance. Students or Employees 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. Student approval must be granted in writing by the Senior Vice President of Academic Affairs, Workforce Development and Student Success. The College reserves the right to restrict the time and place of any event hosted at County College of Morris. Contracts or obligations with outside speakers, performers, community members or community organizations shall not be finalized until approval has been confirmed in writing by the Executive Vice President of Business and Finance.

Contracts must be approved in writing by the Executive Vice President of Business and Finance for employee, student, or community events and be in compliance with applicable laws, regulations and college policies. Competing events scheduled during convocations, commencement, or other special events so designated by the President are prohibited by the Policy. The college reserves the right to accept or reject any request for use of the campus and facilities and to impose additional requirements other than those named in this policy after reviewing the request of the event sponsor. Screening of commercial films, documentaries, and other copyrighted material shall be in compliance with applicable laws that govern commercial films and documentaries.

V. Event Coordinator:

Upon written approval by the party designated above, 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 working with the College's event coordinator to ensure 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.

Note: Event Sponsors are responsible for organizing a briefing meeting no later than twenty-one calendar days prior to the event with the college's designated events 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 sponsor and the college's event coordinator will also work with the college's Marketing and Public Relations Department if such support is needed. The college has specific guidelines for marketing that must be rigidly followed without exception. These guidelines must be closely observed since they represent CCM. (See [Policy 2.2015 – Social Media Policy](#))

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. County College of Morris embraces diversity, equity, and inclusion and expects that events will demonstrate respect in a manner that is reflective of the institution's value for all people. 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. See [County College of Morris Equity Statement](#).

VI. Advertising, Marketing, Promoting Events:

County College of Morris'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](#).

VII. 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.