

Portland Community College

**FACILITY USE**  
**RULES AND PROCEDURES**

March 2004

*Prepared by: Risk Management*

*Reviewed by: PCC Cabinet May 5, 2004*

*Approved by: Preston Pulliams, District President*

## TABLE OF CONTENTS

- A. Introduction
  - B. General Guidelines
  - C. Application for Use
    - Campus/Center Contacts
  - D. Cancellation
  - E. User Priority
  - F. Facility Availability and Requirements
  - G. Facility Use Fees
  - H. Payment and Refund
  - I. Event Content
  - J. College Services and/or Use of Equipment
    - 1. College Employees
    - 2. Food Services
  - K. Audiovisual Equipment and Library
  - L. User-Owned Equipment and Supplies
  - M. Indemnification and Insurance
  - N. Regulations
    - Non-Smoking
  - O. Compliance
  - P. Alcoholic Beverages
- Appendix 1—Insurance Requirements
- Appendix 2—Posting Procedures

## **A. INTRODUCTION**

Pursuant to the Board of Directors' Policy B 601, (see: <http://www.pcc.edu/about/administration/board/policies/b601.html>) it is the desire of Portland Community College ("College") to make its facilities available for community use, if such use does not interfere with College programs.

For purposes of this document, reference to "College" also refers to the Campus President of the designated campus/center and/or his/her designee unless otherwise stated.

Permission for College facility use is granted only in accordance with the established procedures and conditions set forth in this Facility Use Rules and Procedures document. The College reserves the right to waive any specific procedure or condition as addressed herein and to place other requirements or restrictions on the use of a College facility as is deemed necessary for the efficient operation of the College.

In the event of a dispute or controversy regarding the meaning, intent or interpretation of the Facility Use Rules and Procedures document, the judgment of the College concerning such a dispute shall be final.

## **B. GENERAL GUIDELINES**

A fee and/or additional charge for the use of a College facility may be applied under the guidelines listed below when a public agency, educational institution, corporation, group, or individual, whether for profit or not-for-profit, uses a College facility and/or its equipment.

1. A public agency, educational institution, non-profit corporation or group, or individual using a College facility may use a College facility at a not-for-profit rate provided that such agency, institution, corporation, group or individual does not charge an admission or participation fee for the event. If an admission or participation fee is charged, a Facility Use fee and other applicable charges will be assessed according to the Schedule of Charges.

This provision applies to a political candidate and his/her officially designated representative.

2. A public agency, educational institution, corporation or group, or individual using a College facility for private purposes will be assessed a Facility Use fee and any other applicable charges according to the Schedule of Charges.

3. A designated "Free Speech" area will be made available without charge, provided that use of the area does not disrupt or interfere with the College's educational process or infringe on the rights of others. One (1) table and two (2) chairs will be provided for such an event. No other College support will be provided. Distribution of literature is allowed, but not the collection or solicitation of

donations or any other reimbursements. Use of a Free Speech area under this policy requires the user to complete the Free Speech Agreement available at the campus/center Facility Use Office.

4. A private citizen (individual) using a College facility for his/her own purposes will be assessed a Facility Use fee and any other applicable charges according to the Schedule of Charges.

### **C. APPLICATION FOR USE**

1. The use of a College facility shall be requested by an application process and reserved on a first come, first served basis subject to the classification of priorities as listed in Section E. User Priority, and any other College use conditions or restrictions which may be applicable at the time the Facility Use Application is approved.

2. A Facility Use Application is required for any scheduled event and shall be filed with the appropriate Facility Use office (see list and location of all Facility Use offices in item 4. below). An application must be received a minimum of two (2) weeks prior to the requested date of use.

3. If an event has a proposed attendance of 500 or more persons, the Facility Use office must receive a Facility Use Application no less than sixty (60) days prior to the event's date. It is the sole responsibility of the user to also obtain a Public Assembly Event permit, if required.

4. To obtain and/or submit a Facility Use Application, contact the specific campus/center Facility Use office on the list below or at: <http://intranet.pcc.edu/sylfac/>

Mail all correspondence to:

Portland Community College  
P.O. Box 19000

Attn: Facility Use Office—(insert campus/center address from list▼)  
Portland, Oregon 97280

<u>CAMPUS/CENTER</u>	<u>CAMPUS ADDRESS</u>	<u>PHONE</u>
<u>Cascade Campus</u>	CA SC 01B 705 N. Killingsworth St Portland, Oregon 97217	503-978-5377 Heidi Dombek
<u>Rock Creek Campus</u>	Building 9 Room 115 17705 NW Springville Rd Portland, Oregon 97229	503-614-7267 Jeff Wilson
<u>Southeast Center</u>	Mt Scott Hall Room 103 2305 S.E. 82nd Avenue Portland, Oregon 97226	503-788-6148 Angela Meyer

<u>Sylvania Campus</u>	CC Building Room 247 12000 S.W. 49th Avenue Portland, Oregon 97219	503-977-4543 Jeanette Bauman Ida Calley
Sylvania Campus-PAC Performing Arts Center	SY CT 216 12000 S.W. 49th Avenue Portland, Oregon 97219	503-977-4284 Dan Hays
<u>Sylvania Campus-GYM</u> Pool & PE Facility	SY HT 215 12000 S.W. 49th Avenue Portland, Oregon 97219	503-977-4213 Jennifer Piper
<u>Central Portland WTC-</u> Workforce Training Center	Room 114 1626 S.E. Water Avenue Portland, Oregon 97214	503-731-6602 Roxie Ponce
<u>Portland Metro WTC-</u> Workforce Training Center	Room 133 5600 N.E. 42nd Avenue Portland, Oregon 97218	503-943-2221 Elizabeth Streu
<u>Washington County Workforce</u> Training Center Dbas: CAPITAL Center	Lobby Reception Desk 18624 NW Walker Road Beaverton, Oregon 97006	503-533-2700 Liz Ryan

5. A Facility Use Application may not request facility use for more than one (1) week. The Facility Use office must approve, in writing, any exception for a longer duration or for consecutive weeks of use.

6. To ensure the reservation of a facility and other requested services, a 50% deposit of the estimated cost is required at least two (2) weeks prior to the date of the event.

**D. CANCELLATION**

The College must receive written notice more than two (2) full business days prior to the date of the event if the applicant chooses to cancel the use of a facility. The College reserves the right to charge a twenty-five dollar (\$25) processing fee and any costs incurred if the user fails to provide notice of the cancellation more than two (2) full business days before the event.

**E. USER PRIORITY**

Following is the user priority that shall be adhered to in reserving a College facility:

1. College instruction

2. College event
3. Non-instructional use by the Associated Students of Portland Community College (ASPCC) or a recognized PCC student organization
4. PCC affiliated organization
5. Individual student and/or employee
6. Non-College group or individual
7. Non-College group activity that may include, but is not limited to, an event, meeting, conference or activity where College faculty, staff and/or students may attend, but for which the College or a College affiliated group is not underwriting a substantial portion of the expense.
8. The College may consider co-sponsorship of an event when requested by a non-College group or individual.

#### **F. FACILITY AVAILABILITY AND REQUIREMENTS**

1. College facilities are normally available Monday through Saturday between the hours of 7:30 A.M. and 10:00 P.M., except on holidays and other days of scheduled closures. Closing times may vary based on the campus/center. Sunday operating hours vary per facility. Hours are scheduled at the discretion of the Facility Coordinator and/or Campus President.
2. A College facility must be vacated promptly at the end of the reserved time listed on the Facility Use application. Only the Campus President or his/her designee, upon receipt of a written request, may grant an exception to the opening or closing time for an event. A written request for an exception must be submitted to the Campus President's office two (2) business days before the starting time of the event.
3. Permission to use a College facility is given for a specific date(s) and time(s). Only the date(s), time(s), and the facility for which permission has been granted will be honored. Any rehearsal time, decorating time, special set-up and/or takedown time must be included in the requested and approved Facility Use application.
4. Permission given to use a College facility includes the use of a specified entrance and exit, and rest rooms. The use of other areas is prohibited.
5. Permission to use College equipment and/or supplies must be requested via the Facility Use application process. The requested equipment and/or supplies must be available and identified in writing before permission will be granted for their use.

6. Final permission to use a College facility must be confirmed in writing. Due to class scheduling, the use of a College facility cannot be confirmed more than ninety (90) days in advance of the request. No applicant should make any commitment, release any advertising, or take any action committing the use of a College facility until written confirmation is received from the College.

7. A rental and/or lease document or other formal written agreement or contract in addition to or in lieu of the College's Facility Use Application for use of a College facility, must be approved by the College's Purchasing Department and the Campus President or his/her designee.

8. The College Food Services has the exclusive right to provide all contracted food and beverages for any event. (See: Section J. 1. Food Services)

9. The College's Posting Procedures must be adhered to in regards to affixing posters, signs, etc. on any College property. See: Appendix 2 Posting Procedures

#### **G. FACILITY USE FEES**

1. All non-College users of a College facility will be charged a rental fee when required, and costs for the services of College personnel at the rates established in the Schedule of Charges.

2. Charges for the rental of a facility and for College personnel are outlined in the Schedule of Charges available at each campus/center Facility Use Office, and are subject to change without notice. The College reserves the right to waive any or all charges.

3. A College department or group that agrees to co-sponsor an event, may pay rental fees and/or personnel costs from that department's budget.

#### **H. PAYMENT AND REFUND**

1. Balance of payment for the use of a College facility and/or personnel services is required to be paid in full within thirty (30) business days after the date of the event.

2. The Facility Use office at the campus/center where the event is scheduled will initiate charges for the use of the facility. The Facility Use office accepting the Application will invoice the Facility User following the event. An invoice must be paid within thirty (30) days of receipt. A check shall be made payable to "Portland Community College" and sent to the specified campus/center Facility Use office. Failure to make a timely remittance will result in suspension of future facility use as well

as accrual of interest on the unpaid balance at a rate of 18% annually.

3. The College's Food Services located on the Sylvania Campus will bill directly for their services regardless of the location of the event (see: Section J. 2. Food Services).

4. Any unpaid charges for the use of a College facility and/or related personnel services will be due within thirty (30) business days from the date of the invoice. A service charge of one and one half percent (1½%) per month is assessed on all past due accounts.

5. A refund is only issued within thirty (30) business days of a cancellation notice, provided such notice has been properly submitted (see: Section D. Cancellation).

#### **I. EVENT CONTENT**

1. The nature of an event must be described in detail in the Facility Use application. The College reserves the right to accept or reject any request for use of a College facility and to impose additional requirements after reviewing the request of an organization if the College reasonably believes the event will cause substantial disruption to its educational environment.

2. An event offered in any College facility will not contain information that has a reasonable likelihood of materially and substantially interfering with the operation or activities of the College or which may advocate imminent violence.

3. Approval will not be granted for an event that duplicates, substantially interferes with, or competes with College offerings, whether current, planned, or anticipated. The Campus President reserves the right to make the final determination in the event of conflict or anticipated conflict.

4. Any event or activity that disrupts, by preventing the effective carrying-out of the operation or activities of the College, is prohibited.

5. Sound amplification that significantly disrupts the operation or activities of the College or that unreasonably disturbs the surrounding neighborhood is prohibited.

#### **J. COLLEGE SERVICES AND/OR USE OF EQUIPMENT**

The use of a College facility may require College-supplied services that are identified and agreed to in the application process. Charges for the services are made in accordance with the rates established in the Schedule of Charges (available at the campus/center Facility Use Office).

##### **1. COLLEGE EMPLOYEES**

The directors of Physical Plant and Public Safety or their designees will specifically identify personnel that may be required for the proposed use of a College facility. Any additional costs incurred for College personnel services, even if not identified in the application process, will be charged to the user.

College personnel may include, but are not limited to:

- Custodian(s)
- Lifeguard(s)
- Physical Education Facility Supervisor
- Locker Room Attendant(s)
- Food Service Personnel
- Performing Arts Staff
- Event Coordinator
- Computer/Audiovisual Technician(s)
- Maintenance Personnel and/or Utility Services
- Security Personnel
- Parking & Transportation Services

## 2. FOOD SERVICES

The College's Food Services has the exclusive right to provide all food and beverages required by non-College users of a College facility. See web site: <http://www.pcc.edu/about/facilities/sylvania/>

- a. The College reserves the right to provide for all catered services. Use of an off-site caterer is prohibited unless approved, in writing, by the College's Director of Auxiliary Services.
  - An off-site caterer, if approved to serve food, is required to have a Department of Health Approved Rating Certificate posted and visible at all times.
- b. Food Service must receive a written request for food and beverages at least ten (10) business days prior to the event.
- c. Food and beverage charges are based on menu and type of service provided.
- d. A guaranteed minimum number of persons must be confirmed at least three (3) business days prior to the event for food services.
- e. To cancel, a written notice must be received by Food Services a minimum of three (3) business days before the event's date. A user not complying with this requirement may be charged for the full amount of food, beverages and services ordered.
- f. The Director of Auxiliary Services must approve the use of kitchen and kitchen equipment. When approved for use, a

representative from the Food Services kitchen staff will be present during the entire time of use.

g. Non-commercially prepared food is prohibited on all College premises, except for small PCC staff events.

#### **K. AUDIOVISUAL EQUIPMENT AND LIBRARY**

1. The majority of class and meeting rooms in College facilities are equipped with overhead projectors, screens, and chalkboards. A limited collection of other audiovisual (A/V) equipment may be reserved on an "as available" basis and for an additional charge by contacting A/V personnel through the Facility Use office.

See: A/V web site: [www.pcc.edu/library/ims/avequirates.html](http://www.pcc.edu/library/ims/avequirates.html) or [www.pcc.edu/library/roomuse.htm](http://www.pcc.edu/library/roomuse.htm)

2. The College reserves the right to limit the use and operation of College-owned AV equipment to only College personnel.

#### **L. USER-OWNED EQUIPMENT AND SUPPLIES**

1. User-owned equipment and/or supplies, including but not limited to, scenery, decorations, hazardous materials, animals, or materials of an unusual nature are not allowed on College premises without prior written approval by the Campus President.

2. All electrical items must be U.L. (Underwriters Laboratory) approved.

3. Any item belonging to a non-College user must be removed from the facility before the end of the scheduled time of use. Any item not promptly removed will be moved and/or stored by College personnel at the user's expense.

4. The College will not furnish equipment to the user such as: tools, ladders, easels, pens, extension cords, etc. A facility user is urged to give careful consideration to all of his/her needs and to anticipate any contingency.

#### **M. INDEMNIFICATION AND INSURANCE**

1. A non-College facility user shall indemnify, defend and hold the College, its elected directors, officers, employees and agents harmless from and against any and all claims, demands, lawsuits or causes of action including claims for attorney fees and other expenses incident thereto for property damage, bodily injury, and death, that may occur during or arise from the use of a College facility, whether or not based on negligence.

2. A non-College facility user may be required to provide the College with evidence of adequate liability insurance. When insurance is required, a facility user shall provide a Certificate of Insurance to the College as evidence of the required coverage. The College shall be named Additional Insured, and the user's insurance shall be primary. If the facility user is self-insured for any of the required coverage, he/she shall be required to provide satisfactory evidence of the self-insurance program. Insurance requirements must be identified when applying for a facility use reservation, and a Certificate of Insurance or the evidence of self-insurance must be submitted prior to the facility use. See: Appendix 1-Insurance Requirements

3. The facility user shall be responsible for any damage caused to College property arising out of facility use.

4. The College shall not be responsible for any loss of or damage to a facility user's property regardless of the cause of loss.

5. The College reserves the right to waive any insurance or hold harmless requirement based on a risk assessment, the facility user's ability to pay, or co-sponsorship of the event by the College. Such waiver may be granted only by the College's Risk Management staff.

6. Insurance liability requirements for a Certificate of Insurance are identified in Appendix 1-Insurance Requirements.

#### **N. REGULATIONS**

1. Eating or drinking in a classroom, meeting room, conference room, lecture hall, auditorium, or P.E. area is prohibited.

2. For the 2008-09 school years, smoking is permitted only in designated, exterior areas on all campuses/centers. **In fall 2009, all college campuses/centers will become tobacco-free as declared in Board Policy B-709.**

3. A facility user may not remove or displace furniture, apparatuses, College-related signs, banners, posters, etc., without the written permission of the College. Facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls and ceilings. Facility user may not tape temporary signs on College property including other signs, walls, doors, mirrors or windows. (See: Appendix 2-Posting Procedures)

A facility must be restored to its original condition and seating configuration prior to user vacating the premises. Non-compliance

with this requirement may result in an additional charge to the user for costs incurred by the College.

4. A non-College facility user is responsible for full compliance with applicable federal, state, and local statutes (e.g., ordinances concerning taxes, games of chance, firearms, etc.).

5. Any individual who witnesses or is a victim of an accident/incident (whether or not a crime) on or involving College property, that is believed by the observer or victim to violate any law or College regulation, is urged to promptly file a report by calling the College's Public Safety line: 503-977-4902.

6. Any activity or function at a College facility that disrupts the operation or activities of the College by preventing the effective carrying out of the operation or activities of the College is prohibited. Prohibited behavior may include, but is not limited to:

- Quarrelling or fighting;
- Illegal possession or dispensation of a narcotic or other substance prohibited or regulated by law;
- Possession of a firearm or other lethal weapon;
- Failure to leave a facility at the agreed time;
- Failure to leave a "Closed" facility;
- Threatening the security, health or welfare of the College community.

7. The College's personnel in Public Safety and Parking & Transportation Services are responsible for the policing, control and regulation of College roadways and parking areas. In addition to the specific traffic and parking regulations established by the College, all provisions of the Oregon Motor Vehicle Code are applicable and enforceable on College campuses/centers and facilities.

8. Any visitor to a College facility must obtain a Parking Permit from the facility permit vending machine located in the parking lots. An unauthorized or illegally parked vehicle is subject to a parking violation and/or fine.

9. The total number of occupants within a College facility must be limited to the safe capacity of the room or area as determined by the Fire Marshal and posted by the College. The facility user is responsible to limit attendance to an event so as not to exceed the posted capacity of the room or area.

10. A non-College facility user will abide by all local, state and College fire and safety regulations. An Emergency exit may not be blocked at any time for any reason.

11. The College's Public Safety personnel are responsible for enforcing all federal, state, and local laws including College

Facility Use Rules and Procedures. Failure to abide by the lawful orders of a Public Safety officer may subject the violator to a criminal trespass warning or arrest.

12. It is expected, unless otherwise indicated and approved, that the non-College facility user or representative who has signed the Facility Use Application and Agreement will be in attendance during the entire event. If that is not possible, his/her designee must be identified on the Application and she/he must be present at all times.

#### **O. COMPLIANCE**

1. Facility user must agree to abide by the Facility Use Rules and Procedures stated herein and otherwise established by the College.

2. Failure to comply with any of the Facility Use Rules and Procedures stated herein constitutes sufficient reason for revocation of all privileges extended to the facility user by the College. The waiver of any single rule or regulation by the College at any time will in no way affect the applicability of any other rule or regulation.

#### **P. ALCOHOLIC BEVERAGES**

Consistent with the current statutes of the State of Oregon governing the sale and consumption of alcoholic beverages, the College requires that all regulations be strictly adhered to in order to ensure proper control and use of alcoholic beverages at any College facility or on any College property.

Regulations include, but are not limited to, the following:

1. Alcoholic beverages may be served at an event only when approved in writing by the Campus President or his/her designee.

2. A request to serve alcoholic beverages must be submitted with the Facility Use application at least ten (10) business days prior to the event and be accompanied by a statement indicating:

- a. How serving alcoholic beverages will benefit the organization or group;
- b. The type and amount of alcohol, and the manner in which it will be dispensed;
- c. An outline of management and control procedures;
- d. A reason why serving alcoholic beverages is appropriate for this event;
- e. A Permit or License from the State of Oregon Liquor Control Commission; and
- f. A Certificate of Insurance as noted in Appendix 1-Insurance Requirements.

3. A request for serving alcoholic beverages shall include a copy of any necessary permit(s) from the State of Oregon Liquor Control Commission. A facility user shall comply with all statutes and regulations of the Oregon Liquor Control Commission with respect to the service of alcoholic beverages, and shall provide adequate supervision to prevent service to persons under twenty-one (21) years of age or to visibly intoxicated persons.

4. A request for serving alcoholic beverages shall include a Certificate of Insurance for host liquor liability, in an amount and with an insurer approved in writing by the Campus President or his/her designee. Such certificate shall name the College, its elected directors, administrators, and employees as Additional Insured. The facility user must submit the certificate to the College a minimum of one (1) week prior to the scheduled event (see: Appendix 1-Insurance Requirements).

5. It is the responsibility of the facility user to obtain all necessary permits from the appropriate governmental agencies. The facility user shall abide by the limits of any license or permit, and shall act in accordance with all federal, state, and local laws and ordinances, and College policies and procedures.

## APPENDIX 1

### INSURANCE REQUIREMENTS

#### MANDATORY PROVISIONS

When a Certificate of Insurance is required, the certificate must be received by the appropriate campus/center Facility Use Office a minimum of one (1) week prior to the facility's use. Portland Community College, its elected directors, administrators, and employees shall be named Additional Insured (see: Item 4). Minimum insurance amounts are noted below:

#### 1. General Liability Insurance

Facility user shall obtain and keep in effect during the term of this Portland Community College ("College") Facility Use Agreement ("Agreement") at its expense, Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form (1996 ISO or equivalent). This coverage shall include Contractual Liability insurance in the following amounts:

<u>Coverage</u>	<u>Limit</u>
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one Fire)	\$50,000
Medical Expense (Any one Person)	\$5,000
Employers Liability	\$500,000
Auto Liability	see #2 below

#### 2. Commercial Automobile Insurance

If transportation is provided to participants by the facility user to or from the event, facility user shall also obtain and keep in effect during the term of the Facility Use Agreement at its expense, "Symbol 1" Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.

#### 3. Workers Compensation

Facility user, its subcontractors if any, and all employers providing work, labor or materials under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 which requires them to provide workers' compensation coverage that satisfies Oregon Law for all their subject workers or out-of-state employers exempt under ORS 656.126. Out-of-state employers must provide Oregon workers' compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident. The facility user who performs work without the assistance or labor of any employee need not obtain such coverage.

#### **4. Additional Insured Requirement**

Portland Community College, its elected directors, administrators and employees shall be named Additional Insured with respect to the facility use activity. All Commercial General Liability insurance policies will be endorsed to show this additional coverage.

#### **5. Insurance Carrier Acceptability**

An insurance company deemed acceptable by the College must underwrite coverage provided by the facility user.

#### **6. Certificate of Insurance**

As evidence of the required insurance coverage, the facility user shall furnish a Certificate of Insurance to the College a minimum of one (1) week prior to facility's use. Facility use shall not be allowed until the required certificate(s) has been received and approved by the College.

The certificate shall:

- identify the event
- identify the exact date(s) of the event
- specify and document all provisions within the Application
- name Portland Community College, its elected directors, administrators and employees as Additional Insured with respect to the facility's use.

#### **7. Renewal and Cancellation Provisions**

A renewal certificate must be sent to the College ten (10) days prior to coverage expiration. Coverage may not be cancelled or materially changed without thirty (30) days written notice to the College. The notice of cancellation provision shall be physically endorsed on the Commercial General Liability Policy.

## APPENDIX 2

### POSTING PROCEDURES

12/07/06 Revised Draft

#### 1. PURPOSE

- To clarify procedures for posting signs, posters, flyers, ads, banners, or other temporary publicity on campus/center property.
- To develop and to promote effective publicity, the efficient use of resources, the protection of College facilities, and to ensure public safety.

#### 2. SCOPE

These procedures apply to College space that is identified for posting public information. These procedures do not apply to department or division bulletin boards, interior office or designated display units for College personnel, such as the Faculty Federation bulletin board.

#### 3. VALUE STATEMENT

Flyers and posters are an important means of communication among members of the Portland Community College (PCC) community. We value the diversity of people, cultures, and beliefs at PCC and respect the concept of communicating and sharing ideas and culture.

***NOTE:** A posting at a campus/ center does not necessarily represent endorsement or sponsorship by the College.*

#### 4. POSTING PROCEDURES

##### Who may post?

Only the following designated and authorized College personnel may post material:

- Administrative Personnel or designee(s)
- Facility Use Coordinator or designee(s)
- Building Manager or designee(s)
- Plant Operations staff

Anyone may submit material for posting, but each item must be approved and may only be posted by designated and authorized College personnel.

A campus or center may charge a posting or advertising fee for a group or an individual not affiliated with the College.

Exterior signs on stakes to be inserted into the ground must first be approved by Plant Operation staff to avoid disrupting underground utility or water lines, and then may only be placed by Plant Operation staff or designated and authorized College personnel.

A large banner, poster or signage that requires installation by ladder, may only be hung by Plant Operation staff or designated and authorized College personnel who have viewed the Ladder Use Video and been designated and authorized to use a ladder.

Designated and authorized College personnel may give permission to another staff member or PCC club officers to post material for a special event, except as mentioned in the previous paragraphs.

### **Who may not post?**

A College employee who is not designated and authorized may not post material.

A group or an individual not affiliated with the College may not use College space or grounds for posting a notice or material of any kind.

### **Standards for Approval**

Material meeting College standards will be stamped "APPROVED" by designated and authorized College staff who reserve the right to deny the posting of any flyer or poster.

In order to be approved, material must:

- Be neat in appearance
- Have correct spelling and punctuation
- Include date(s), time, and specific location(s) of activity
- Identify the sponsoring group, individual, or College department
- When College-sponsored, material must have the words "Portland Community College," the PCC logo, or an ADA (American with Disabilities Act) or Affirmative Action statement visibly included. The following visible statement is also recommended: **"When attending a PCC event, please refrain from parking on neighborhood streets."**

The following types of material **will not** be posted:

- Material that violates College policy, affirmative action, local ordinance, state or federal law
- Political endorsement or partisan political material

- Material that contains libelous or obscene language or pictures

### **Where and How to Post?**

In accordance with the Board Approved College Facility Use Guidelines, material may only be posted on designated surfaces. Designated and authorized College personnel may post material on campus or center bulletin boards, door sidelight windows, or any display area identified for such purpose.

Only approved, easy to remove tape material (e.g., blue painter's masking tape or Scotch Removable Magic Tape # 811) may be used to attach material to approved locations.

Standard office Scotch tape is not acceptable.

Material may NOT be posted on:

- Facility window, mirror, door, wall, floor, ceiling, stairs, banister, skylight, or bathroom stall, unless it is pre-approved for placement in a mounted bulletin board or in a plastic single-sheet display unit
- Movable glass doors
- Gallery display boards
- Murals, paintings, or artwork
- Wallpaper
- Painted or tiled surfaces
- Classroom chalk board, map, screen, wall, door, floor, ceiling or window
- Wood, tile or concrete surfaces
- Exterior of any building, unless approved by and/or placed by Plant Operations staff

Off-campus type material may only be placed on specific bulletin boards designated to post housing advertisements, For Sale items, Child Day Care and transportation information

### **Posting Removal**

Any material posted without prior approval, in an undesignated area, or using unapproved posting methods is subject to immediate removal.

Designated and authorized College personnel will remove all posted materials immediately following the dated event, or at the end of each term.

Physical Plant staff may remove any material that is not in compliance with these Posting procedures.

Material that is not removed promptly and as agreed may have a Removal Fee assessed to the individual, group or department of origin.

The College is a “hate-free” environment and the unauthorized altering, defacing, or removal of an approved posting is not allowed.

## **5. POSTING EXCEPTIONS**

Departmental notice of a class cancellation or a class room change may be posted on a door sidelight window (never on the door) using only approved tape material. The posting department must remove the information as soon as possible after the information is no longer viable.

A temporary notice at a campus or center may be posted on an entryway by designated and authorized College personnel (i.e. Building Manager, Plant Operations staff), using approved tape material.

An exception may be made by designated and authorized College personnel for a special event in a Free Speech area as long as the above Posting procedures are followed.