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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA.

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**USE OF COLLEGE  
DISTRICT  
FACILITIES**

In accordance with rules and regulations regarding use of buildings, grounds, and equipment, the College President or designee shall approve all applications from outside agencies for the use of College District property and College District rentals and shall supervise such use.

Facilities shall be used for meetings or other events in accordance with the mission of the College District and for the benefit of the College District community. Facilities shall not be used for personal events (for example, weddings or personal parties).

Facilities shall not be rented or leased on a long-term basis without prior approval of the Board.

College District use shall have the highest priority in terms of facility usage, i.e., credit classes, workforce education classes, intercollegiate sports, credit-free classes, and student activities have prior claim on all facilities. Facility use for events other than those sponsored by the College District shall be reserved on a first-come, first-served basis.

In case of emergencies or disasters, the President of the College or designee may authorize the use of College facilities by civil defense, health, or other emergency services.

Application for use of a College District facility shall be made through the appropriate scheduling office within a time frame providing adequate notice and planning by the College District, preferably two weeks prior to the requested time of use. All arrangements shall be finalized at least 24 hours before time of use. The rental agreement must be executed, and all fees shall be paid in advance.

**Supervision By Col-  
lege District Per-  
sonnel**

College District custodial and security personnel shall be on duty when any College District facility is used. The number of people on duty and the time required of them shall depend

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on the size of the group using the facility and shall be determined by the director of facilities and security.

Other  
Requirements

Outside users of College District facilities shall accept all liability for any damage, personal injury, or damage to personal property that may be associated with the use. The College District shall require the outside user to provide liability insurance in such amounts and limits as the College District may prescribe and to furnish a certificate of insurance on execution of the Facility Usage Contract.

All food service operations shall be contracted through the College District's food service operations.

Rental Fees

The base rental fee shall be for up to four hours of use and shall begin when the user occupies the facility. The total time shall end when the user vacates the facilities and has removed all equipment furnished by the user. Fees shall include all rental fees plus fees relating to personnel required to be on duty. All personnel costs shall be charged to the user at the regular hourly rate of pay for time worked within normal working hours. For hours that the College District would normally be closed, the personnel costs shall be charged at one and one-half times the regular hourly rate and additional utility charges may be required.

Fees for the use of College District facilities by outside groups may be granted a partial or full waiver by the College President or designee, if circumstances warrant.

**DISTRIBUTION OF  
LITERATURE**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on  
Content

Materials shall not be distributed by a community member or organization on College District property if:

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1. The materials are obscene;
2. The materials contain libelous statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT] or others.

Time, Place, and  
Manner  
Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The College President or designee shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others at Galveston College.

**APPEALS**

Decisions made by the administration in accordance with this policy may be appealed in accordance with College policy and procedures.