

PROCEDURES MEMORANDUM

TO: MCC Employees, Students, Guests, and Visitors

FROM: Office of the President

SUBJECT: Solicitation and Demonstration on College Property

DATE: May 29, 2008

PURPOSE: To assist College employees, students, and the general public by clarifying the College's policies regarding solicitation and demonstration on College property.

SCOPE: These policies and procedures apply to all College employees, students, guests, and visitors.

GENERAL PRINCIPLES:

MCC has enacted policies and procedures clarifying public solicitation and demonstration on all College property

1. Relevant Governing Law and Rules

- A. The Constitutions of the United States and Nebraska.
- B. Board of Governors Policy 90210, which allows the President to establish rules, regulations, and procedures to regulate solicitations on College property.

2. Regulations

- A. The College forbids the solicitation of students, employees, visitors, and guests on College property for the sale of goods and services, religious or charitable purposes, or any other activity not officially sanctioned by the College, without the prior consent of the President or his or her designee.
- B. The College requires that any person or group that wishes to publicly demonstrate or solicit students, employees, visitors, and guests on College property for political or civic reasons must first request permission from the President, or his or her designee, and the College's Director of Public Safety, not less than seventy two (72) hours in advance of the anticipated beginning of such solicitation and/or demonstration.

College or student related solicitations and/or demonstrations must be approved by the President or his or her designee in advance of the event/activity.

- C. The College reserves the right to limit the time, place, and manner of solicitation and/or demonstration activities on College property for any purpose, and by any individual or group, to reasonable times, places, and methods that do not interfere with the educational or student activities of the College, the safe and unobstructed movement of students, employees, visitors and guests of the College, the safety of all individuals on College property, and promotion of the cleanliness and preservation of College grounds and facilities.
- D. The College prohibits the placement of any kind of flyer or other kind of paper, sticker, pamphlet, or other solicitous information, whether for profit or not, on any vehicles or anywhere else on College property at any time. College organizations wishing to post announcements on approved College bulletin boards must seek the prior permission of the Campus Dean, executive Director, or his or her designee.

3. Procedures

- A. Any individual or group that wishes to publicly demonstrate or solicit to students, employees, visitors, and guests of the College on College property must submit a written request to the appropriate party(s), as set forth in this Procedures Memorandum, not less than seventy two (72) hours in advance of the requested beginning of the solicitation/demonstration. Each request will be reviewed by the appropriate College personnel and permission will either be granted or denied. If permission is granted the College will designate a reasonable time, place, and manner in which the individual or group may conduct their solicitation/demonstration.
- B. Any request to publicly demonstrate or solicit to students, employees, visitors, and guests of the College on College property must be timely submitted to the appropriate College personnel in writing stating:
 - i. The full name of the individual or group submitting the request;
 - ii. The purpose of the requested solicitation or demonstration activities;
 - iii. The date, times, and duration for which the request is made;
 - iv. The anticipated number of people who will be involved;
 - v. The anticipated manner of solicitation or demonstration.

Any request that is either incomplete or untimely is subject to summary denial.

Adopted 5/29/08;