

Policy Source: Gwinnett Tech	Owner: VP for Student Affairs	Effective: 06/2017
Division: IT & Operations		Reviewed: Revised: 11/2017

4.8.01 Campus Solicitation

Non-commercial Solicitation (including Charitable, Political, or Religious Solicitation) by On- or Off-Campus Individuals or Organizations

No rights are more highly regarded at Gwinnett Tech than the First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Such opportunities must be provided on an equal basis and adhere to the basic principle of the College being neutral to the content and viewpoint of any expression. In order to achieve this objective, while at the same time ensuring that the College fulfills its educational mission, the College may regulate the time, place, and manner of expression as outlined in this policy. Through such regulation, the College can assure equal opportunity for all persons, preserve order within the College community, protect and preserve College property, and provide a secure environment to individuals exercising freedom of expression.

The purpose of this policy is not to designate College streets and common areas as an open, public forum or to accommodate demonstrations or protests by those in and out of our College community (e.g., students, non-students and other campus guests). Rather, the purpose of this policy is to promote and facilitate student expression and to respect students' constitutional rights, while allowing the College to make any necessary arrangements (such as march routes, security, conflicting event avoidance) to ensure that such activities do not interfere with the College's mission and operations or with the rights of others. Nothing in this policy permits the College to regulate the content of expressive activity protected by the First Amendment. The College maintains a position of neutrality as to the content of expression and any written materials distributed on campus under this policy.

No on- or off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without the express authorization of the Student Life Director. Solicitors requesting authorization to offer products or services on campus must submit a written request directed to the Student Life Director specifying all products and services to be offered, and indicating the specific dates and campus for which they are seeking authorization. Approval of all requests shall be at the discretion of the Vice President Student Affairs.

Commercial solicitation is not permitted at all, unless it is part of a college-sponsored club event or invited on campus as part of a campus event. This policy does not apply

to individuals or organizations who are invited to campus by authorized Gwinnett Tech administrative personnel as part of an approved College activity or event.

Gwinnett Tech reserves the right to refuse access to the campus if the activity creates a safety hazard, is disruptive to normal business operations, or otherwise fails to comply with the requirements of this policy.

Solicitor Guidelines

All Solicitors who wish to be authorized to offer services or products must be approved by and registered through the Student Life Office. Gwinnett Tech does not endorse, nor does it recommend any of the services offered by any Solicitor. ***A Solicitor will be allowed on Gwinnett Tech campus property once a month and no more than six times per year. There is access to three designated outdoor spaces from 11:30 am to 1:30 pm and 4:30 pm to 6:30 pm (the paved area in the back of Gwinnett Campus Building 100, the paved area in front of Gwinnett Campus Building 700, the paved area in front of the main building on the Alpharetta North Fulton Campus).*** The number of Solicitors allowed on campus at any one time may be limited to prevent disruption of the activities of the College. Solicitor applications will be approved on a first come, first served basis. As set forth in its catalog and student handbook, Gwinnett Tech does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

A request may be denied if the Public Safety Office determines that the proposed event will constitute a clear and present danger to the College's orderly operation by the group through their advocacy of one or more of the following:

1. Provoking individuals to engage in immediate violence, including, but not limited to, the violent overthrow of the Government of the United States, the State of Georgia, or any political sub-division thereof.
2. The willful seizure, damage, or destruction of the College's buildings or other property.
3. The forcible disruption, impairment, or interference with the College's regular schedule of classes or other educational functions.
4. The physical harm, coercion, harassment, intimidation, or other invasion of lawful rights of the College's officials, faculty members, staff, students, or campus guests.
5. Other campus disorder of a disruptive violent nature.

Additionally, a request may be denied and/or a Solicitor/organization may be requested to leave the campus to prevent and/or alleviate disruptive activity, blockage of doorways, obstruction of vehicular or pedestrian traffic around campus; excessive noise that interferes with classroom, business or other College activities; interference with the normal functions and processes of the College or the rights of others to effectively use College facilities and property; or to prevent imminent threat of physical violence or destruction of College property.

To ensure appropriate consistency, standards, and compliance with relevant college policies and procedures, guidelines for placing posters or flyers on campus are necessary. The college defines “poster” or “flyer” as any form of print publicly displayed in a public area with no regard for size, shape or content. Distribution of information via flyer or poster must adhere to the following guidelines:

- The Director of Student Life must approve and stamp all posters/flyers PRIOR to posting them on campus; approval is not guaranteed.
- All posters/flyers must be in good taste and in line with the student code of conduct; the material may not serve as an obstruction to learning or otherwise disrupt the college environment.
- Posters/flyers must be size 8 ½ x 11 or smaller and only be attached with scotch tape or regular masking tape.
- Posters and flyers, once approved, may be posted ONLY in the defined areas that include:
 - Lawrenceville Campus:
 - board vending area, 600 hall, building 100
 - board on wall behind the microwave, cafeteria, building 100
 - board in the student lounge in building 200
 - board in the student lounge in building 200
 - Alpharetta-North Fulton Campus:
 - second floor, student area
- Only ONE poster/flyer may be put in each location; may not be posted on top of another poster or flyer in that location
- The posting organization, department or individual is responsible for posting all flyers/posters no earlier than 30 days prior to the event and removing all posters and flyers within 24 hours after conclusion of the event
- GTC sanctioned club event posters/flyers will adhere to the student organization guidelines (see club advisor).



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

Gwinnett Technical College Office of Campus Life: Solicitor Registration Form

Group Name: _____

Contact Person: _____ Phone: _____

Participants: _____

E-Mail Address: _____

Preferred Date & Time of Activity: _____

Preferred Campus Location: _____

Please specify products/materials you will distribute. Commercial sales are prohibited.

Statement of Compliance and Release: In consideration of authorized use of Gwinnett Technical College grounds and facilities as outlined in the policy and guidelines, I agree to abide by the conditions of the Gwinnett Technical College policy and follow the local, state, and federal laws; and further agree to indemnify and hold harmless the Gwinnett Technical College and the Technical College System of Georgia from any and all claims, demands, liabilities, losses, costs or expenses for any loss including but not limited to bodily injury (including death), personal injury, property damage, expenses, and attorneys' fees, caused by, growing out of, or otherwise happening in connection with my use of the property. I verify that I have read and that I understand the solicitation policy.

Signature

Date

Please return this form at least 10 business days prior to your requested date of solicitation. Solicitors will be contacted with a decision and if approved, set-up times will be discussed. Return registration form to the Student Life Director via email: rmariano@gwinnetttech.edu.

For Office Use Only:	
Date Received: _____	Approved (A) or Declined (D): _____
Director of Student Life: _____	Date: _____
Chief of Police: _____	Date: _____
VP of Student Affairs: _____	Date: _____
Notification/communications sent to all necessary parties: _____ YES _____ NO	