

SECTION: 04 ADMINISTRATIVE

SUBJECT: USE OF LC STATE CAMPUS SPACES

Title: Use of LC State Campus Spaces

Background: LC State recognizes and supports the rights of free expression and speech and remains a place for the exchange of differing ideas and beliefs. LC State has a significant interest in preserving its limited space and employee resources, and must accordingly balance this interest with its recognition and support of free expression and speech and activities attendant to the campus learning and business environments.

Point of Contact: President, Vice President for Finance and Administration, Vice President for Academic Affairs, Sr. Vice President/Vice President for Student Affairs, SUB/CSL Director, Coordinator for Events & Conferences.

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Public Safety, Faculty Senate, Student Counseling, Title IX Coordinator, Residence Life, LC State Legal Counsel, Idaho State Board of Education, etc.

Date of approval by LC State authority: January 1984

Date of State Board Approval:

Date of Most Recent Review: April 2025

Summary of Major Changes incorporated in this revision to the policy: Updated website links.

1. Policy

- A. LC State is a state institution of higher education supportive of the right of free expression and speech activities by the campus community and others. The time, place, and manner of free expression activities may be regulated to prevent unreasonable interference or conflict with the educational, research, housing, or other legitimate functions of the college, including the normal use by others of public areas, or any other scheduled activities/events. The Sr. Vice President/Vice President for Student Affairs, in consultation with the college's Events & Conferences, is responsible for the administration and implementation of the regulations for the use/reservations of college owned spaces (buildings, structures, parking lots, college owned property, green spaces, and public areas). These locations are made available, free of charge to campus departments, LC State affiliates, recognized student clubs, and organizations who are in good standing with the institution. Individuals and outside organizations may reserve these spaces at a published cost for space rental and applicable support services. LC State reserves the right to cancel/terminate a reservation at any time. Campus space is prioritized for instruction, research, student engagement, and conducting business operations critical to the operation of the college.
- B. All Activities: the following guidelines apply to all activities held on campus property, whether indoor public areas, green spaces, inside campus structures, or in parking lots.
Activities:
 - i. May not be conducted in a manner that violates federal, state, or local law.
 - ii. May not be conducted in a manner that violates applicable fire and safety regulations.
 - iii. May not impede the normal flow of pedestrian or vehicular traffic, including ingress to and egress from campus structures, nor may they disrupt major campus events.
 - iv. May not be conducted in a manner or at a place or time that disrupts the educational, research, service, housing, and other legitimate functions of the college.

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- v. May not be conducted in a manner that violates rules, regulations, and/or policies of the college and/or the State Board of Education, including, but not limited to, regulations set out below or other regulations that may be developed by the college.
- C. Specific Activities: All Campus property
 - i. Tabling Events
 - a) Activities that involve the use of tables, chairs, booths, or displays or exhibits that must be set up on the ground, are allowed only within reserved rooms or spaces inside college structures, or within reservable public areas, including reserved grass areas. All Tabling Events must be reserved with Events & Conferences at least 48 hours in advance. See Events & Conferences Website at: <https://www.lcsc.edu/event-services/reservable-spaces> for more information on tabling guidelines or to make a reservation.
 - b) Appropriate fees may be assessed.
 - ii. Posts, Stakes, Flags, Physical Structures
 - a) Any activity that involves the use of post, stakes, or flags that may need to be installed in the ground must be discussed with and approved by Events & Conferences. Appropriate fees may be assessed.
 - a) Any physical structure intended to be used or provided by a campus department or from an off-campus entity must be discussed and approved by Events & Conferences prior to the event.
 - b) Appropriate fees may be assessed.
 - iii. Fundraising and Commerce
 - a) If it does not impede normal campus functions or activities, fundraising and solicitation is permitted in outdoor public areas.
 - b) All LC State departments, divisions, and recognized campus organizations must comply with campus policies and guidance on fundraising activities. College Advancement is responsible for administering these policies.
 - c) All fundraising and commerce activities require a reservation.
 - d) Appropriate fees may apply.
 - iv. Posting of Signs, Banners, or Flyers.

To protect all college property, bulletin boards and kiosks have been provided for promoting activities, events, departments/divisions, or student organizations. Certain boards affixed outside departments/divisions are reserved for this purpose only. However, a public bulletin board space is provided for the publication of community activities, events, organizations, and the exercise of free speech. The public bulletin board is located in the Student Union Building/Center for Student Leadership. Material is removed from the bulletin board by college staff routinely and without regard to content. Posting of materials on buildings, trees, railings, or other college property is not permitted.
 - v. Picketing, Passing of Petitions, and Distribution of Literature

The following activities are permitted on LC State campus public areas if they do not disrupt the normal business operations, teaching/learning, or a reserved event: picketing, passing of petitions, and distribution of literature such as pamphlets, signs, brochures, handouts, banners, flyers, and other free expression materials.
 - vi. Speech Activities and Oral Presentations

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Speech activities and oral presentations are allowed in all public areas without a reservation, as long as they do not disrupt normal business operations including teaching and learning. No reservation is required for these activities unless they include the use of tables, chairs, displays, or other material or equipment that is not physically held by the speaker at all times.

- 1) Use of sound production, including reproduction and amplification equipment, other than un-aided oral communication must be approved by Events & Conferences. College events, sports games, or reserved events are permitted to have sound production, reproduction, amplification equipment, as these are considered functions of the college.
 - 2) If these activities are desired in other areas, a free reservation (assuming no additional college resources or services are needed) may be made to secure a location and ensure that it will not interfere with normal activity, campus event, or other reservations.
- D. Time of Use: The campus only guarantees resources (tables, chairs, etc.) for events scheduled Monday - Friday, from 8:00 a.m. - 4:00 p.m. If resources are needed outside this timeframe, arrangements will need to be made in advance with Events & Conferences and fees may be assessed.
- E. Reservable Areas: LC State has several reservable spaces including conference rooms, classrooms, gyms, and outside areas such as the fountain area, gazebo, parking lots, and adjacent building lawns. All reservations are made through campus scheduling software and handled through Events & Conferences. Details and guidelines on reserving spaces can be found at [Events & Conferences | Lewis-Clark State \(lcsc.edu\)](#).
- i. Reservations and resources are handled on a “first come, first served” basis, with the exception of [college signature events](#) (e.g., new student orientation, commencement, athletic events, etc.) which are given priority. If a signature event is given priority, Events & Conferences will attempt to provide a reasonable space as a substitute.
 - ii. Facility use, documentation, and payment, as well as any resources (tables, chairs, electronics, etc.) needed for the event will be coordinated through Events & Conferences.
 - iii. To ensure preservation of campus property and equipment, all tents, canopies, tables, displays or physical equipment set upon outside areas must be approved prior to event set-up. Scheduling fees may apply.
 - iv. It is the sponsoring organization’s/individual’s responsibility to dismantle or remove any tables, chairs, or equipment not owned by LC State Campus. The security and protection of any items left overnight is the responsibility of the organization or entity making the reservation. These services may be available for a fee.
 - v. Charges may be assessed for damages from abuse or neglect occurring to campus facilities, grounds, or other property. This includes disposing of trash in appropriate receptacles.
 - vi. Reservations are confirmed via email, Monday – Friday from 8:00 p.m.-5:00 p.m. Reservations must be confirmed to ensure space/resources are provided.
- F. Violations of policy: Violations of this or other college policies may result in rescheduling, relocation, additional fees, imposed fines, exclusion from campus properties or denial of future reservations.