



*Expressive Activity Policy*

<https://www.hagerstowncc.edu/docs/student-affairs/expressive-activity-policy-8068>

**Outside Individuals or Groups –Expressive Activity Reservation Form**

**Date of Request:** \_\_\_\_\_ (must be no more than 15 days prior to and no less than 7 days in advance of the event)

**Name of Person Submitting Request:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Name of Group Represented by Person Making Request** (if applicable): \_\_\_\_\_

**Title (if applicable) within Group Represented:** \_\_\_\_\_

**Date of Requested Event** (must be no more than 15 days prior to and no less than 7 days in advance of the event): \_\_\_\_\_

**Time of Requested Event** (must not exceed 3 hours): \_\_\_\_\_

*Outside groups may rent a campus facility for their event for a rental fee or participate in Expressive Activity in a designated Free Speech Zone. Please indicate which you are requesting.*

**Do you wish to rent a campus facility** (circle one)?    YES                      NO                      UNSURE

If yes, please let us know which facility you'd like to rent or which type of facility you are seeking. The College determines which facilities are available for rent. Please see the Community Fee Schedule for details: <https://www.hagerstowncc.edu/docs/student-and-community-fee-schedule>: \_\_\_\_\_

**Do you wish to participate in Expressive Activity?**    YES                      NO                      UNSURE

If yes, please circle which designated zone you want to reserve (see link for campus map): <https://www.hagerstowncc.edu/docs/facilities-management-and-planning/campus-map-parking>

GRASSY COURTYARD BETWEEN PARKING LOT P AND THE STUDENT CENTER

WATERSDORF WALKWAY PATIO AREA WITHIN THE STUDENT CIRCLE

**If you wish to participate in Expressive Activity, place a check mark next to each of the following items to indicate that you understand that Expressive Activity on campus within the Free Speech Areas shall be subjected to the following reasonable requirements. Violations will result in a denial or the event having to end.**

- \_\_\_\_\_ Request to participate in Expressive Activity on campus must be made no more than fifteen (15) and no less than seven (7) days in advance with the Office of the Dean of Student Affairs using the Reservation Form.
- \_\_\_\_\_ The activity must not substantially disrupt previously scheduled campus events.
- \_\_\_\_\_ The activity must not block access to campus buildings.
- \_\_\_\_\_ The activity must not substantially disrupt College operations.
- \_\_\_\_\_ The activity must not constitute unlawful activity.
- \_\_\_\_\_ The activity must not create a clear and present threat to public safety, according to the College's police or security department.
- \_\_\_\_\_ The activity must not involve violence against persons, threats of violence against persons, or damage to property.
- \_\_\_\_\_ The activity must not involve the sale or promotion of commercial goods and services.
- \_\_\_\_\_ The Outside Individuals or Group must not continue to engage in conversation with individuals after being informed that such individuals do not want to participate in conversation.
- \_\_\_\_\_ The activity must not involve the creation or an audio or video recording of any person without such person's permission.
- \_\_\_\_\_ The activity must not involve conduct that would constitute sexual harassment as defined in the College's Sexual Harassment Policy.
- \_\_\_\_\_ The activity must not use sound amplification devices.
- \_\_\_\_\_ The activity must not use signage or posters larger than 11 inches by 17 inches.
- \_\_\_\_\_ The activity must occur during the normal hours of operation for the campus, which are available from the Office of the Dean of Students. *NOTE: Hours are Monday-Friday, 8:30am-4:30pm*
- \_\_\_\_\_ The activity must not attract a crowd larger than the venue can safely contain.
- \_\_\_\_\_ The activity must not occur during College examination periods.
- \_\_\_\_\_ The activity must not last more than three hours.
- \_\_\_\_\_ The Outside Individuals or Group must have not engaged in expressive activity in Free Speech Areas on campus within the previous seven (7) days.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME of SIGNATURE: \_\_\_\_\_

***RETURN COMPLETED FORM TO: Dean of Students, Student Center 142, 11400 Robinwood Drive,  
Hagerstown, MD 21740 OR email: [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu)***