



Freedom of Expression on Campus – External User Reservation Form

This form is to be used only when External Users seek to reserve the use of any outdoor campus spaces for expressive activity or seek to leaflet while participating in expressive activity in outdoor areas. Otherwise, External Users may participate in spontaneous expressive activity in outdoor areas in accordance with Hagerstown Community College Policy 8068 and need not complete this form.

- **Indicate clearly which permission(s) the External User seeking:**

_____ **Permission to Leaflet in Outdoor Areas of Campus**

External Users may engage in Leafletting in accordance with provisions of Policy #8068 and subject to the following: 1) With approval from Office of Dean of Students, individuals may set up their own tables for Leafletting and are responsible for disassembly of the tables and general clean-up. 2) Leafletting does not include littering. Users may be held responsible for costs incurred as a result of littering. Leaving materials unattended on a surface to be picked up is considered littering. 3) Users are to indicate on the materials or on the display area that such materials are not sponsored or endorsed by Hagerstown Community College.

_____ **Reservation for Use of an Outdoor Area**

Outdoor areas on campus are available for reservation by External Users. Please indicate which outdoor area of campus you'd like to request or contact the Dean of Students Office at 240-500-2526 to review options and suggestions given student traffic flow.

_____ Preferred outdoor space – first priority

_____ Preferred outdoor space if priority choice is not available

- **Name of Person Submitting Request:** _____
- **Contact Phone #:** _____
- **Contact Email Address:** _____
- **Name of Group Represented by Person Making Request** (if applicable): _____
- **Position Title** (if applicable) **within the Group Represented:** _____
- **Date & Time For Requested Leafletting and/or Designated Area Reservation:** _____

**IMPORTANT: Outdoor area reservations must be no more than 15 workdays prior to and no less than 7 days in advance of usage.*

***DISREGARD this section below if your request is only for Leafletting. Go directly to Signature area.**

For a Reservation of an outdoor designated area, place a checkmark next to each of the following items to indicate that you/your group understands the following reasonable requirements to practice Expressive Activity on campus, per Policy 8068.

- Request to reserve an outdoor space 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 or College operations.
- The activity must not obstruct vehicular or pedestrian traffic.
- The activity must not constitute unlawful activity.
- The activity must not create a clear and present threat to public safety, according to the Campus Police and 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 External User 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 conduct that would constitute sexual harassment as defined in the College's Sexual Harassment Policy.
- Use of sound amplification devices must not be disruptive to classroom instruction.
- 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.

Signature of Person Submitting Request: _____ **Date:** _____

PRINTED NAME of PERSON SIGNING ABOVE: _____

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

Allow up to 5 workdays from time of receipt for processing

(form updated 2/19/26)