

ADMINISTRATIVE POLICY

TYPE: Facilities

POLICY TITLE: Public Assembly

NWTC recognizes and supports the right of public assembly and expression. This policy is not intended to limit or discourage the free exchange of ideas between students, NWTC staff and/or the public. This policy's purpose is to provide an area for public assembly and other organized activities in a way that is conducive for such an exchange but does not interfere with the education of students and the College's work. This policy applies to uninvited persons or organizations wishing to use an area for public assembly on campus.

Each Campus and regional learning center will designate space assigned as a limited public forum referred to as the Public Assembly Area.

All activities must comply with the following:

1. Any acts that are disruptive to the normal operations of the College including but not limited to classes and College business or violates the rights of others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in an unlawful or disruptive activity may face criminal charges. Individuals or groups who violate this policy may be denied access.
2. The public assembly area may be reserved between the hours of 8:00 AM and 9:00 PM for up to 3 consecutive days. In most cases, use of space will be assigned to the person or organization that requests the area first. The College reserves the right to re-locate any assembly to ensure the activity does not interfere with the normal operation of the College or with the rights of others. Applications to request the public assembly area should be directed to: NWTC, Security Office, 2740 W. Mason St., Green Bay, WI 54303.
3. Picketing or displaying signs in an orderly manner or mass distribution of literature within the public assembly area is acceptable with the appropriate *request to reserve* (see #2 above). Literature, petitions, and requests for registrations may be distributed in the public assembly area only, except those with other campus designations initiated by College personnel and approved by president or his/her designee. Posting materials on any walls, windows, doors, sidewalks, trees, light poles, automobiles or any other areas outside of the public assembly area will not be allowed.
4. Displaying of signs or mass distribution of literature with offensive content or that is likely to or intended to cause a disruption will not be permitted. Soliciting petitions or other attempts such as through excessive noise to protest, demonstrate or engage in other types of activities with the intent to convey a message to a broad audience of people on

College grounds outside of the public assembly area, will not be permitted. Within the public assembly area, noise volume levels may not disturb or disrupt College activities or business. Volume at lower levels may also be restricted, if necessary, in order to keep from interfering with any academic or other program taking place in nearby facilities or grounds.

All applicable College regulations, state and federal and municipal ordinances must be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and any other appropriate action by College officials and/or College security.

Approved 5/24/10

NWTC Public Assembly Request
Campus Map with Assembly Area Highlighted (attached)

Group/Individual Making Request: _____

Description of Activity Requested: _____

Date Requested: _____

Time Requested: From _____ to _____

Location: _____

(please state which campus or regional center requested activity would take place)

A map of the Northeast Wisconsin Technical College campuses and regional learning centers are included with this NWTC Public Assembly Request form. Please review and sign indicating that you understand the map and the highlighted areas, which have been designated as the locations for assembly for the group.

If there are any questions, please contact the NWTC Security office on the Green Bay Campus in Room SC304 or call 920.498.5699.

I agree to abide by the NWTC requirements regarding public assembly and acknowledge that failure to do so may result in immediate removal from the campus and any other appropriate action by College officials and/or College security.

Contact Name: _____

Address: _____

Phone Number: _____

Signature

Date

NWTC Security Office Use:

Request Granted _____ *Denied* _____

Signature: _____ *Date:* _____