



Operating Standard

Title: Expressive Activity & Commercial Solicitation

Number: A7300.20

Type: Administrative

Responsible: VP Administrative Services

Related Policies: A7300

Linked Procedures: [A7300.00](#), [7300.25](#)

Related Laws: [First Amendment of the US Constitution](#); [Illinois Labor Dispute Act](#); [Illinois Public Demonstrations Law](#); [Illinois Educational Labor Relations Act](#)

Related Standards:

HLC Criterion:

Statement

Shawnee Community College embraces the belief that a vital part of the educational experience is the opportunity for all individuals – students, faculty, and staff – to engage with, respond to, and participate in a wide range of expressive activities. This includes listening to, observing, debating, or peacefully protesting diverse viewpoints and forms of communication.

These guidelines aim to ensure an atmosphere conducive to learning, the reasonable conduct of public business, maintenance of the College grounds, management of competing uses of available space, and unobstructed access to the College for the safety of its students, faculty, employees, occupants, and the public.

To understand the terminology within this operating standard, the following interpretations exist:

- A. The grounds of the College are defined as all owned or leased lands and buildings of all campuses of Shawnee Community College and include (by way of illustration and not of limitation) the interior corridors, hallways, and rooms as well as the exterior walls and surfaces of the buildings, entrances, porches, outside staircases, sidewalks, parking lots, and all fixtures.
- B. Expressive activity is the carrying or displaying signs or placards, leafleting or other distributions, campaigning, marches, rallies, parades, demonstrations, protests, assemblies, speeches, and circulation of petitions on the College grounds.
- C. Commercial solicitation is peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase, distributing advertising materials, circulars, or product samples, or engaging in any other conduct relating to outside business interests or for profit or personal economic benefit on the College grounds.

Commercial solicitation on College property is generally prohibited to promote an educational rather than commercial atmosphere, to promote safety and security, and to prevent commercial exploitation of students.

- i. Exceptions to these non-solicitation guidelines must be approved by the Vice President of Administrative Services (VPAS) assigned to the College Campus being requested for use by his/her designee.
- ii. Exceptions are usually limited to published class registration periods and recruiters seeking College students for employment or transfer to other educational institutions. To the extent an exception is sought under this provision, the procedures and rules for obtaining permits for expressive activities apply.
- iii. These non-solicitation guidelines apply to students, employees, volunteers, vendors, and other non-College individuals, entities, and their representatives.
- iv. These non-solicitation guidelines do not prohibit regular activity by authorized vendor representatives engaging in business with the College as long as they follow other College policies and provided such activities are conducted with the approval of the VPAS.
- v. These non-solicitation guidelines do not alter the operating standards for using bulletin boards or walls, as set by VPAS.
- vi. Nothing in these non-solicitation guidelines shall be deemed to affect the activities of College-sponsored groups whose official activities include selling or promoting the sale of goods or services by their members on behalf of the group exclusively (and not, directly or indirectly, for the benefit of a non-College related party), taking surveys, or sponsoring assemblies or public addresses. According to the Scheduling procedures outlined in Part III of these guidelines, any such activities must have the appropriate College approvals before taking place.
- vii. Violations of these non-solicitation guidelines by anyone not a member of the Shawnee Community College community (i.e., College students, staff, and volunteers) may result in removal from College property and limits on or prohibitions of the receipt of future permits. Violators may be charged with trespassing, disturbing the peace, or violating the law.

Engagement in Expressive Activity

Engaging in expressive activity or commercial solicitation on college grounds without submitting and receiving approval for a facility usage request form violates these guidelines.

To request usage of the Facility:

1. An event request is created using the <https://shawneecc.edu/request-event/> link.

2. The request is routed to the appropriate department (i.e., Executive, Academic, Student Affairs, Administrative Services).
3. The department approves or denies the request.
 - a. If approved, the request is forwarded to individuals who need to be notified of the event (Public Information/Marketing, Facilities, IT), as well as to the Events Coordinator who will coordinate the event. Coordination includes entering it on relevant calendars (i.e., Events Calendar, Meeting/Classroom Calendar, etc.).
 - b. If denied, the request is returned to the person requesting the event with an explanation from the department's VP stating why the event was rejected.

Governing Conditions and Guidelines:

Expressive Activity is a fundamental component of academic life and civic engagement which must be conducted in a manner that respects the rights of other, maintains campus safety and order, and upholds the values of open inquiry and mutual respect.

- A. Persons engaged in expressive activity or commercial solicitation must comply with all college policies, rules and regulations, local, state, and federal ordinances and statutes, and directives from college or public safety officials.
- B. Defacing or damaging the College grounds, facilities, or structures, including but not limited to trees, shrubbery, flowers, lawns, sidewalks, parking lots, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, exterior walls of buildings, surfaces of buildings, entrances, porches, staircases, such subterranean features as are necessary for the maintenance and operation of the College (such as lawn sprinkler systems, sewer, and water mains, electrical conduit, etc.), or any other feature is not allowed.
- C. Stepping or climbing upon statues, monuments, sculptures, fences, lighting and other fixtures, light wells, trees, or parts of College buildings not intended for such purposes is prohibited.
- D. Vehicles are not allowed on the college grounds except in areas designated for vehicular use and are consistent with college regulations and ordinances.
- E. Camping or sleeping overnight on the College grounds is not allowed.
- F. Alcoholic beverages or any other controlled substance shall not be possessed, dispensed, or consumed on the College grounds except to the extent expressly permitted under College policy.
- G. Individuals or organizations distributing literature shall remove all discarded items from the grounds after their activity.
- H. These guidelines do not apply to facility licenses issued according to administrative approval. Further, when a labor union wishes to engage in

expressive activity, the College or contractor may establish a reserved gate as authorized by law. In addition, if there are any conflicts between the terms of these guidelines and any applicable labor law, the rights under the applicable labor law shall apply.

- I. Shawnee Community College’s name shall not be used in connection with any non-college sponsored organization, business, or person in any manner or medium that implies that the College supports, approves, or endorses any product, service, interest, position, or ideology of that organization, business, or person. The VP of Administrative Services may require that approved non-college events or activities display the following disclaimer: “Shawnee Community College does not sponsor this event/activity.”
- J. The College reserves the right to deny permits to any party with a history of not complying with these guidelines or as otherwise allowed by law.

Change Log		Governance Unit: Admin Services
Date	Description of Change	
04.24.25	Initial Adoption	