Use of College Facilities Policy

COE COLLEGE

Sponsored Candidates or Speakers

Coe College is committed to fostering an open and civil exchange of a diverse array of ideas, opinions, and viewpoints. To that end, the college welcomes and encourages campus organizations to sponsor speakers who advocate varying ideas, opinions, and viewpoints, including candidates seeking election to public office. Coe College reserves the right to prohibit events on campus for which the college cannot reasonably provide for the safety of its participants.

In order to maintain the College's nonpartisan and independent status and to ensure compliance under section 501 (c)(3) of IRS code and the Federal Election Campaign Act, all student organizations sponsoring an appearance on the Coe campus by political candidates, representatives of candidates, or representatives of political parties or political action committees must comply with, and must advise all speakers and their staffs of, the following guidelines:

- The college may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the college's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization and must clearly indicate that: (l) the college does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the college.
- Communication by faculty, staff, and students providing simple, nonpartisan information about on-campus political appearances using college communication channels, such as email, is permitted provided that the sponsoring group is clearly identified, along with an appropriate disclaimer. One example of a disclaimer is: "In accordance with federal law, Coe does not endorse or oppose candidates for public office. Political opinions expressed at this event should not be taken to represent the views of Coe College."
- The sponsoring organization must make it clear during the introduction of the speaker that the speaker was invited by the organization—not by Coe College—and that Coe College does not endorse or support any political candidates.
- College property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure, may not be used to support or oppose any candidate, political party, or political action committee, with the exception that institutionally recognized student groups or clubs may sponsor candidates or political events and may apply their

officially-available resources to do so. Student organizations should seek approval from the Dean of Student Life and Inclusion before utilizing college resources.

- Admission to speaker appearances must be open to all members of the Coe College community; the sponsoring student organization may choose whether to also admit the general public. Admission may not be restricted in any way due to the attendees' political affiliations or views. No person or organization unaffiliated with the college, including the speaker, campaign staff, or any other organization, may exercise any control over admission to the event.
  - Candidates' appearances on campus will be limited to the designated speaking/meeting site. Door-to-door or office-to-office campaigning or solicitation by the candidates is not permitted.
  - Any appearance by a candidate for public office, or any person affiliated with, or speaking on behalf of, a candidate for public office, must be sponsored by a recognized college organization, except under contract as rental or if the appearance is in a non-candidate capacity. (See below.) All sponsoring organizations must obtain a space reservation from the Vice President for Finance and Administration before the appearance. Organizations not affiliated with the college are not eligible to use college space to host partisan political activities, except under contract as a rental. (See below.)
  - The speaker's appearance may be a speech or question-and-answer session, organized in an academic environment, such as a lecture hall, classroom, or campus building. It shall not be conducted as a campaign rally or similar event. Rallies for candidates must be set up as rentals (see below) due to the additional costs and staff time incurred.
  - Fundraising (e.g. charging admission fees or profiting from the sale of promotional items) is not permitted by anyone during, or in connection with, the appearance. The sponsoring group must inform the speaker and the speaker's campaign or organization of this requirement.
  - The college may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. The speaker, campaign staff, or any other organization or person not affiliated with Coe College may not direct or control media coverage of the event. Any student organization that seeks or anticipates media coverage of the event is responsible for contacting the Executive Director of Marketing & Institutional Effectiveness within the Office of Marketing at nmilke@coe.edu.
  - Speakers and sponsoring groups must comply with any special restrictions or requirements that may apply to certain facilities. Please contact Auxiliary Services at jrummel@coe.edu to make a reservation or ask questions.
  - Any services or expenses associated with the event that are not typically covered by the college will be billed to the sponsoring organization.

Groups or Campaigns Wishing to Rent Campus Spaces

During a political season, campaign offices or other supporters may wish to rent space on the college campus to hold rallies, speeches, fund-raisers, or other events. Any such rentals are subject to the same rules, regulations, policies, procedures, and fees associated with any other contractual rental. No nonstandard discounts or special privileges may be granted to political campaigns or candidates who rent Coe space.

- All requests for rentals should be directed to the Vice President for Finance and Administration. Rentals may be accepted under the following conditions: of Finance

and Administration No political test or affiliation will be required; all parties and views will be given equal access to rent space.

- Candidates themselves must be present at the event; the college will not rent to events featuring surrogates (people or a group acting on behalf of a candidate).
- Appropriate preparation time is available; this will change based on the current activity on the campus.
- The college may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the college's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization, and must clearly indicate that: (1) the college does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the college.
- Communication by faculty, staff, and students providing simple, nonpartisan information about on-campus political appearances using college communication channels, such as email, is permitted provided that the sponsoring group is clearly identified, along with an appropriate disclaimer. One example of a disclaimer is: "In accordance with federal law, Coe does not endorse or oppose candidates for public office. Political opinions expressed at this event should not be taken to represent the views of Coe College."
- Utilizing Coe College electronic communication (such as email, social media and website) to link to a political campaign website or encourage others to provide personal information to campaigns is not permitted.
- No college property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure, may be used to support or oppose any candidate, political party, or political action committee. Use of Coe's information resources, including its email lists, to endorse, promote, canvass for, or support a political party or political candidate that in any way appears to act in violation of the college's legal requirement to remain politically neutral is prohibited.
- Admission to speaker appearances must be open to all members of the Coe College community.
- Admission may not be restricted in any way due to the attendees' political affiliations or views. No person or organization that is unaffiliated with the college, including the speaker, campaign staff, or any other organization, may exercise any control over admission to the event.
- Candidates' appearances on campus will be limited to the designated speaking/meeting site as approved in the rental agreement. by the Dean of Student LifeA request to canvas or solicit support on campus must be received at least three (3) business days in advance of the requested date. If canvassing or solicitation is approved, it must occur in the public areas (e.g. lounges, hallways, meeting rooms) of the buildings where it is approved.
- The canvassing and solicitation may not occur in residence hallways or the dining halls. Canvassing is defined as going through a region (i.e. Coe College) or going to persons to solicit votes. Due to the possible interference with college and/or student activities, it is unlikely that the College will approve a candidate appearance near the dining hall during meal times.

- The college may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. Media coverage and management must be coordinated with the Executive Director of Marketing & Institutional Effectiveness, and an appropriate fee for their time will be charged to the renting organization.
- If additional assistance from Coe departments is needed, such as security, facilities, or technology staff, an appropriate fee for hours devoted to event preparation and staffing will be charged.