



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Use of College Facilities for Political Campaigning
CODE:	7014
DATE ADOPTED:	April 1995
DATE REVIEWED:	9/23
DATE AMENDED:	

It is the policy of the Board of Trustees that the college shall balance its need to promote public discussion of political issues with its need to refrain from the endorsement or advancement of any individual or slate of candidates for public office.

1. When the college invites candidates to appear:
 - a. The college may schedule public awareness/informational forums to which all candidates for a particular office or offices are invited.
 - b. Such events shall be scheduled at the convenience of the college and the public, and alternate times need not be designated for those who are unable to attend at the college-designated time.

2. When the political candidate initiates the request of the use of college facilities:
 - a. When a candidate for public office requests the use of college facilities, and the site manager determines that facilities to accommodate all officially declared candidates for that particular office are available, use of the facilities may be granted, provided that the candidate provides the names, addresses and telephone numbers of all candidates for that particular office. The college will then notify all candidates for that office of the date, time and address of the facility that will be made available for a public appearance. Should the site manager determine that space is not available to accommodate all candidates for that particular office, the request will be denied.
 - b. Should space be available to accommodate all candidates for that particular office, but one or more candidates is unable to attend at the time requested, the request may still be honored provided that equal time is provided at the facility on another date for all candidates who request it.
 - c. The request for use of the college facilities may also be denied if the site manager determines that the activity will interfere with normal college activities operations.

3. Elected Officials who are not campaigning for office:

Elected officeholders who are not engaged in a political campaign may be invited or allowed to attend college functions as appropriate.

4. When persons wish to distribute materials at college activities, regardless of facility location:

- a. Persons may request an information table be provided at functions. The Director responsible for the particular college activity shall have final authority to approve or deny such requests.
- b. In the event that costs are incurred with set-up arrangements, these costs will be borne by the requesting entity.
- c. Activities which are approved for information table usage are confined to the immediate area of the table and personnel will not be permitted to address activity participants who do not choose to approach the information table.