



ADMINISTRATIVE POLICY

Policy Section:
ADMINISTRATION

Policy Title: **PUBLIC ASSEMBLY, SOLICITATION OR MARKETING OF LAWFUL PRODUCTS OR SERVICES POLICY**

Mid-State Technical College recognizes the value of public assembly and expression. Mid-State Technical College also recognizes groups or organizations may desire to solicit or market lawful products or services.

This policy applies only to persons or organizations that are not affiliated with the College and is not intended to limit or discourage the free exchange of ideas between students, Mid-State staff, and/or the public. Instead, this policy establishes a limited public forum for on campus public assembly, solicitation, or marketing of lawful products, or for political, religious, or other organized activities that allow for such an exchange, but that do not interfere with the education of students and the College's work or operations.

Public assembly, solicitation, or marketing of lawful products or services, as well as political, religious and other organized activity conducted by individuals or organizations that are not affiliated with the College must be conducted within a Public Assembly Area. An individual is deemed to be not affiliated with the College for purposes of this Policy when they are not a student or staff member at Mid-State.

In addition, if a student or staff member engages in business, commercial, or economic activity, or solicits participation or membership in groups or organizations that are not affiliated with Mid-State, that student or staff member shall generally not be treated as affiliated with the College for the purposes of this Policy. For example, if a student is employed by an outside business for purposes of marketing that business' products or services on campus to persons or organizations that are affiliated with the College, that student is required to confine those business activities to the Public Assembly Area.

Organizations that are affiliated with the College include, but are not limited to, recognized student groups and College divisions. An organization is not affiliated with the College merely because individuals that are part of the organization are also affiliated with the College; instead, the organization must have purposes related to the College, and be recognized by the College as an affiliated organization or group.

Campus areas outside of the Public Assembly Areas identified in this policy are reserved solely for the expressive and other activities of individuals and organizations affiliated with the College.

The **Supervisor of Buildings and Grounds** will designate space as a limited public forum area at each campus, referred to as the Public Assembly Area (“PAA”). The **Director of Safety & Security** will approve requests for use of said space following the protocol included in this policy.

All activities must comply with the following:

1. A PAA may be reserved between normal business hours for up to 3 consecutive business days, no overnight activities or use. In most cases, use of space will be assigned to the person or organization that requests an 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 a public assembly area should be directed to: **security@mstc.edu** or Office of Security, 500 32nd Street North, Wisconsin Rapids, WI 54494. Application processing may take up to 3 business days following receipt. When reviewing applications for use of PAA, the College and its personnel will consider the content, viewpoint, or other features of the application only to determine whether a speaker is in compliance with this Policy and to assess appropriate measures the College may take to manage the PAA.
2. In general, conduct that is disruptive to the normal operations of the College, including, but not limited to, classes and College business, or violate the rights of others are not permitted. Conduct including, but not limited to, intentional or negligent disruption of the operations of the College, threats, harassment, hate speech, physical abuse, intimidation, or endangerment to the health or safety of any person or property is not permitted. Any participant in unlawful or disruptive activity, or other conduct that violates this Policy may have their authorization to use a PAA revoked and/or be denied opportunities to use PAAs in the future.
3. Picketing or displaying signs in an orderly manner, or mass distribution of literature within the PAA generally are permitted, provided that the user complies with any separate requirements related to the planned activity, including custodial services, litter control and disposal processes, or other requirements. Written materials may be distributed in the PAAs only. Posting materials on any walls, windows, doors, sidewalks, trees, light poles, automobiles or any other areas outside of the PAAs is not permitted.
4. Commercial solicitation and/or distribution of advertising materials by groups or individuals that are not affiliated with the College is strictly prohibited outside of

the PAAs. Commercial solicitation is generally defined as selling, offering goods and services for sale or purchase, distributing advertising materials, or engaging in conduct that relates to or furthers any personal or outside business interest, or activities that are for profit or personal economic benefit. Further, any individual or group submitting an application to utilize a PAA with the intent to engage in commercial solicitation must clearly identify the communications to be used within the *request to reserve* (See #1 above). The commercial solicitation of unlawful products or services is strictly prohibited on all College land, buildings, or facilities.

5. Within the PAA, volume levels may not disturb or disrupt College activities, business, or operations. Accordingly, applicants must seek approval for use of amplified sound (e.g., speakers or megaphones). If an applicant does not secure advance approval for the use of amplified sound, using amplified sound will constitute a violation of this Policy and will be grounds for revocation of PAA use privileges and/or limits on future use of PAAs. Sound and noise generated by users may also be restricted or limited to avoid interfering with or disrupting any academic or other program. Volume and amplification by users must be calibrated to reaching listeners in the PAA itself. Excessive volume or use of amplification to convey a message to a more broad group of people on College grounds, but outside of the PAAs, is presumptively disruptive and will not be permitted.
6. Persons or organizations utilizing the PAAs must remove any and all signs, literature, litter, and/or any other materials that those persons or organizations are responsible for from the PAA at the conclusion of their approved time period. If this is not accomplished, the responsible persons or organizations may be restricted in or barred from making future applications to use PAAs, be required to pay clean up costs for their failure to do so, and/or subjected to any other applicable laws, regulations, or policies.

All applicable College regulations, state and federal laws, 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.

Adopted:	January 2012
Last Reviewed:	January 2025
Last Revised:	January 2025

Mid-State Technical College Public Assembly Request

Group/Individual Making Request: _____

Description of Activity Requested: _____

Use of Amplified Sound: Yes ____ No ____

Site requested:

- ☐ Wisconsin Rapids Campus
- ☐ Adam Campus
- ☐ Marshfield Campus
- ☐ Stevens Point Campus
- ☐ AMETA Center

Date Requested: _____

Time Requested: From _____ to _____

Application Submittal

Submit application via email to: **security@mstc.edu** or Office of Security, 500 32nd Street North, Wisconsin Rapids, WI 54494. Once received application processing may take up to 3 business days.

A map designating the location of your Public Assembly Area will be included if your request is approved.

If there are any questions, please contact the Office of Security at Wisconsin Rapids Campus in Room A113 or call 715.422.5656.

Contact Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Signature

Date

MSTC Office of Security Use:

Request Granted _____ *Denied* _____

Signature: _____ *Date:* _____