

<p>Campus Access Policy <i>(Combines the following previously approved policy and procedures: Commercial Solicitation on Campus Property, Community Use of the Library, Trespass, wording from the Independent Contractor Policy, and Unauthorized Campus Use)</i></p>	<p>BOT Approved: September 18, 2018</p>
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PURPOSE:

At Garrett College, safety and security on campus is of paramount importance. Garrett College has a community service mission. As part of that mission, the College will make every effort to ensure the safety and security of the campus community in an open access environment.

POLICY STATEMENT:

- I. Garrett College encourages safe, supervised campus visitations by minors for the purposes of making decisions about their academic future; attending educational, cultural, or sporting events and camps; and authorized use of facilities such as the library and Community Aquatic and Recreation Complex “CARC”.
- II. Garrett College campus grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include safety of minors, and assuring professional efficient performance of academic pursuits, operations, and services, the College cannot routinely accommodate unsupervised minors in campus workplaces, classrooms, or any other venue or circumstance on campus. For more information regarding minors on campus, please see the Minors on Campus Policy [located on the Garrett College Policies and Procedures Website at: <https://www.garrettcollege.edu/policy.php>].
- III. Garrett accepts neither responsibility nor liability for injuries that might occur to unauthorized individuals while on the Garrett campus. Responsibility and liability lies entirely and completely with the individual or with the responsible parent or guardian. Signs shall be posted around the campus prohibiting unauthorized use of Garrett’s parking areas, roadways, buildings, or grounds¹.

DEFINITIONS:

College	Garrett College and premises which include but are not limited to all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned and leased or managed by Garrett College or any site on which the College is conducting business.
College community	Includes trustees, students, and all employees of the College, as well as any independent contractors or third

¹ Replaces “Unauthorized Campus Use” policy
[Campus Access Policy- Page 2](#)

parties to the extent articulate under contractual agreements.

College premises

Buildings and grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.

College-sponsored activity

Any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College.

Independent Contractor²

An independent contractor is defined as an individual, organization, or company responsible to the College for the results of certain professional services, highly technical advice, or assistance under terms of an engagement, but is not subject to the College's control as to the means and methods of accomplishing those results. Commonly referred to as a consultant, freelancer, contractor, etc., the College controls only the contract obligation of the services provided in return for remuneration. Usually, a contractual relationship exists whereby the independent contractor is responsible for all aspects of the means and methods of the job. An independent contractor is fully liable for any job related actions, is not eligible for employee benefits, and can realize a profit or incur a loss. The College may require proof of adequate insurance from independent contractors. An independent contractor is solely responsible for the payment of all appropriate state and federal tax payments on compensation paid by the College.

Employee

An individual paid through the College payroll system to perform a service for the College with the College making, as appropriate, state and federal withholdings. The relationship of employer and employee exists when the hiring department has the right to control and direct the service provider, not only as to the result to be accomplished by the work but also as to how, when, and where the services will be provided. The service provider is normally provided the tools and facilities to perform the function and is not at risk for profit or loss in this capacity. Examples of employees include faculty, adjunct faculty, hourly employees, support staff, professional staff, administrative staff, and student workers².

² Definition taken from Policy #2012 Independent Contractor Policy
[Campus Access Policy- Page 3](#)

Minors	Individuals under the age of 18, including the dependents of students, faculty, and staff.
Solicitation	Activities such as distributing literature, sending email announcements, or attempting to engage or engaging in conversation on College property with the purpose of soliciting students, faculty and/or staff, to endorse or purchase a product or service.
Student	An individual registered at the College, either full or part time, in a credit or non-credit class or classes, who has either paid or made arrangements for payment of tuition and/or fees.
Visitor (or guest)	Any person who is not a member of the College community who is on College premises.
Volunteers	Individuals who are not members of the College community, but have been officially approved to serve as volunteers at the College. This authorization may require a background check to be completed.

CAMPUS ACCESS:

Hours of Operation

General

Regular hours of operation are Monday- Friday from 8:30am to 4:30 pm. Certain departments have varied hours of operation depending upon their responsibilities (Library, cafeteria, CARC, etc.).

Holidays

When there is a holiday, only essential employees are permitted on campus, unless approved in advance.

Inclement Weather and Emergency Closing Procedures

The College puts a delay or closing on to protect the safety of students, employees, and visitors, as well as to allow the Facilities crew the opportunity to plow and treat the parking lots and sidewalks. All closings and delays will follow the College's Inclement Weather and Emergency Closing Policy on the Garrett

College Policy and Procedures webpage at
<https://www.garrettcollege.edu/policy.php>.

Facility Access

General

Members of the College community, guests, and visitors have access to facilities during normal hours of business. Certain employees have been granted access to their offices and support spaces during non-operating hours through the use of the card access system.

If at any time an individual needs access to a location on campus, as long as they have been granted permission, Campus Security is available to unlock. In addition, if a college employee needs to access their office after hours, it is requested that they contact Campus Security to inform them of their presence. Students are not permitted to be in College facilities such as classrooms and the gymnasium without proper supervision from a designated college official. Visitors and guests who have reserved use of College facilities will be able to access only those locations and public spaces listed in the College's scheduling system. Otherwise, visitors and guests are not permitted to be in College facilities such as classrooms and the gymnasium without proper supervision from a designated College official.

Use of Library/Learning Commons³

As a community college, Garrett works to ensure that its campus is open to the public. All residents of Garrett County have the right to access and utilize the resources⁴ within the Garrett College Library and Learning Commons.

All residents of Garrett County are afforded the same borrowing privileges as that of a full-time or part-time student. Each resident is entitled to receive a College Library card upon request. Privileges of all borrowers are subject to certain borrowing regulations.

³ Replaces Policy #1009- Community Use of Library and Learning Commons

⁴ Resources are defined as books, periodicals, reference materials, DVDs, books on tape, and journal articles.

CONDUCT

Students	Students are expected to abide by the Student Code of Conduct, available on the College's Website
Employees	Employees are expected to abide by the Code of Conduct listed in the Human Resources Manual.
Non-Student/Employee	Non-student or non-employee includes visitors, guests, volunteers, vendors, contractors, or any individual not directly affiliated with Garrett College. These individuals are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of the College. When actions or behaviors of a visitor, guest, volunteer, vendor, contractor, or any other non-College affiliated individual violate law or policy, the College reserves the right to take criminal and/or civil action against said individual(s). The College also reserves the right to issue a No Trespass Order for a particular location or all Garrett College property in accordance with the "Prohibited Conduct Response" section of this policy.

COMMERCIAL SOLICITATION⁵

General	<p>Commercial solicitation by external sponsors on any Garrett College property is strictly prohibited unless official permission is granted. All requests must be made in writing to the person serving in the role of Chief Student Affairs Officer or Designee.</p> <p>All requests must be received prior to the requested date of the solicitation. A full description of products or services about which information will be distributed or to be made available for sale must be provided with the request.</p> <p>Garrett College reserves the right to regulate time, place and manner for conducting any and all activities on its properties; restrict solicitation of students that violate other College policies or procedures; and revoke permission if the requesting group or individual does not comply with provisions. Solicitation will be permitted only during the time period designated by the College.</p>
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⁵ Replaces Garrett College Policy #2004- Commercial Solicitation Policy
[Campus Access Policy- Page 6](#)

Permitted Solicitation

Approach: Groups or individuals may display their information and respond to inquiries and comments by interested students.

Employers: Solicitations on campus property by businesses as a means to recruit students for employment are an allowed activity, provided that activity is approved by the Chief Student Affairs Officer or Designee.

Prohibited Solicitation

Distribution of the following materials is specifically not authorized by the College and may subject the sponsor to criminal prosecution or civil liability:

Non-consented: Distribution of printed materials to individuals who have not given their consent (e.g., the placement of flyers on car windshields)

Accosting: Initiation of specific conversation by means of accosting individuals

Prizes/Lotteries: Advertisement of or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance

Unauthorized copyrighted material

Defaming: Any product or service which defames any group or individual member of such group defined by race, ethnicity, gender, sexual orientation, religious belief, disability, or veteran status

Violence: Products or services that advocate or invoke violence

Misinformation: Deliberate misinformation that may result in harm to any individual or group

Compliance: Products or services not in compliance with applicable federal, state, and local laws and regulations

PROHIBITED CONDUCT RESPONSE⁶

General

In accordance with the Maryland Annotated Code, Education Article, Section 26-02⁷, the governing board, president, or any person designated in writing by the board or any of these persons, may deny access to the building or grounds of the College to any person who:

1. Is not a bona fide, currently registered student, or staff, or faculty member at the College and who does not have lawful business to pursue at the College; or,
2. Is a bona fide, currently registered student at the College and has been suspended or expelled from the Residence Halls and/or the College, for the duration of the suspension or expulsion; or,
3. Acts in a manner that disrupts or disturbs the normal educational and/or business functions of the College.

The College may deny access to the buildings or grounds of the College to any person who meets the criteria listed above.

Administrative personnel and authorized employees of the College may demand identification and evidence of qualification from any person who desires to use or enter the premises of the institution.

Authorized Administrators Persons authorized to issue No Trespass Orders are:

- President
- Chief Student Affairs Officer
- Director of Student Development
- Coordinator of Safety and Security
- Or, any person authorized by the above named individuals

Enforcement

Campus Security and, sometimes, Student Life will be tasked with the enforcement of the orders and may call upon the services of local law enforcement if necessary.

⁶ Replaces Garrett College policy #2018- Trespassing Policy

⁷ <https://law.justia.com/codes/maryland/2005/ged/26-101.html>

Notification

Any person (non- currently enrolled student) in violation of this policy will receive a certified letter from an authorized employee of the College. Letters will be mailed to the most current address the College has on file. Written letters will also be prepared to hand to the individual if they are located on the College campus.

Currently enrolled students will receive an electronic copy through their official student email. Included in the letters will be the process for appealing the issuance of the No Trespass Order and the office to which the appeal needs to be sent.

Penalty

In accordance with the Maryland Annotated Code, Education Article, section 26-102, any person violating this statute is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000, imprisonment not exceeding 6 months or both if the person:

- Trespasses on the grounds of any public institution of higher education;
- Fails or refuses to leave the grounds of the institution after being requested to do so by an authorized employee of the institution; or
- Willfully damages or defaces any building, furnishing, statue, monument, memorial, tree, shrub, grass, or flower on the grounds of the institution.