

### **Operations Policy 3354: 1-20-03**

- (A) Facilities use by non-College groups.

College facilities are intended for the educational functions of the College. When facilities are not required for College functions, the College may permit non-College groups to use College facilities, subject to reasonable time, place, and manner restrictions. Such groups must agree to pay all costs incidental to such use, including without limitation costs relating to security, maintenance, insurance, custodial, and audio-visual support. A security deposit shall be required prior to the use of College facilities.

- (B) On-site vendor employees.

Vendors and their employees are required to adhere to the same levels of conduct and courtesy as are College employees, and are subject to applicable College policies and procedures.

- (C) Use of College vehicles.

“College vehicles” are any vehicles owned or leased by the College. College vehicles may be driven only by authorized drivers. An official list of all authorized drivers shall be maintained by the College.

- (D) Leasing broadcast tower facilities.

The College will consider proposals for the leasing of tower space and related facilities on College-owned or controlled broadcast towers.

- (E) Soliciting, canvassing, and selling at College locations.

No individual or organization shall, at any College location, engage in soliciting, canvassing, or selling of any kind. The foregoing does not apply to individuals or organizations authorized by the District President or the President’s designee, or to College employees acting within the course and scope of employment.

- (F) Use of College Assets for Political Advocacy Activities

(1) College assets, including (but not limited to) College funds, email and social media accounts, phones, computers, and printers, may not be used to publish, distribute, or communicate information that supports or opposes the nomination or election of a candidate for public office, the investigation, prosecution or recall of a public official, or the passage of a levy or bond issue.

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- (2) No College funds may be used to compensate employees for time spent on any activity to influence the outcome of an election for any of the purposes described above.

(G) Distributing and posting written materials.

Except for individuals or organizations acting within such reasonable time, place, and manner restrictions as may be required by the College, no individual or organization may, at any College location, distribute or post any kind of notices, circulars, signs, or other written materials.

(H) Disposal of surplus property.

The College may determine property to be obsolete or surplus. The Executive Vice President/Treasurer shall maintain a standard process for disposal of such property.

(I) Parking fees.

- (1) The College shall charge fees for the use of College parking facilities, consistent with a parking fee schedule established by the Board.

- (2) At the discretion of the District President, net proceeds from special events parking shall be allocated to the Cuyahoga Community College Foundation for scholarships and other educational purposes, or to the College.

(J) Implementation.

The President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this policy.

Effective date: May 25, 2023

Prior effective date: December 15, 2005