

Blackhawk Technical College (BTC) recognizes and supports the right of public assembly and expression. This policy is not intended to limit or discourage the free exchange of ideas between students, BTC staff and/or the public. This policy's purpose is to provide an area for public assembly and other organized activities in a way that is conducive for such an exchange but does not interfere with the education of students and the College's work. *This policy applies to uninvited persons or organizations wishing to use an area for public assembly on campus.*

The Office of Safety and Security will designate space assigned as a limited public forum referred to as the Public Assembly Area based on the request.

All activities must comply with the following:

1. Any acts that are disruptive to the normal operations of the College, including, but not limited to, classes and College business, or violate the rights of others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in an unlawful or disruptive activity may face criminal charges. Individuals or groups who violate this policy may face removal and/or denied future access.
2. The public assembly area may be reserved between normal business hours for up to 3 consecutive business days. 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: [campussafety@blackhawk.edu](mailto:campussafety@blackhawk.edu) or Office of Safety and Security, 6004 S County Rd G, Janesville WI 53546. Once received application processing may take up to 3 business days.
3. Picketing or displaying signs in an orderly manner or mass distribution of literature within the public assembly area is acceptable with the appropriate *request to reserve* (see #2 above). Literature, petitions, and requests for registrations may be distributed in the public assembly area only. Posting materials on any walls, windows, doors, sidewalks, trees, light poles, automobiles or any other areas outside of the public assembly area will not be allowed.
4. Displaying of signs or mass distribution of literature with offensive content or that is likely to or intended to cause a disruption will not be permitted.
5. Within the public assembly area, noise volume levels may not disturb or disrupt College activities or business. Volume at lower levels may also be restricted, if necessary, in order to keep from interfering with any academic or other program

taking place in nearby facilities or grounds. Soliciting petitions or other attempts, such as through excessive noise to protest, demonstrate or engage in other types of activities, with the intent to convey a message to a broad audience of people on College grounds outside of the public assembly area, will not be permitted.

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.

Operational Policy Adopted:

January 17, 2017

## Blackhawk Technical College Public Assembly Request

Group/Individual Making Request: \_\_\_\_\_

Description of Activity Requested: \_\_\_\_\_

Site requested:

- Central Campus, 6004 S County Rd G, Janesville, WI 53546
- Center for Transportation Studies, 1740 W US Hwy 14, Janesville, WI 53545
- Advanced Manufacturing Training Center, 15 Plumb St, Milton, WI 53563
- Monroe Campus, 210 4<sup>th</sup> Ave, Monroe, WI 53566

Date Requested: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ to \_\_\_\_\_

### Application Submittal

Submit application via email to: [campussafety@blackhawk.edu](mailto:campussafety@blackhawk.edu) or mail to: Office of Safety and Security, 6004 S County Rd. G, Janesville, WI 53546. Applications may take up to 3 business days to process once received.

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 Safety and Security at Central Campus in Room 2105 or call 608.743.4596.

*I agree to abide by all college policies including; but not limited to, Sale and Solicitation on College Property, Public Assembly and the Visitor/Guest Code of Conduct and acknowledge that failure to do so may result in immediate removal from college grounds and any other appropriate action by College officials and/or College security.*

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BTC Office of Safety & Security Use:**

*Request Granted* \_\_\_\_\_ *Denied* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_