

SECTION 1300.04

ADVERTISING, SCHEDULING OF EVENTS AND SALE OF TICKETS

1. Advertising/Flyers/Posters (College-wide, divisional, departmental activities and special programs, either on-campus or off-campus): These items must be approved by the faculty member/administrator in charge of such activities. The Public Affairs Specialist shall be notified in writing so news about these items may be included in College publications.
2. Scheduling of Events:
 - a. On-campus: The Administrative Assistant to the President must be contacted for approval and scheduling of most College facilities. See Chapter 1000.05 - 1000.11 for the procedures in scheduling events in classrooms, computer labs, the gymnasium, the weight room, the residence halls and the food service facilities.
 - b. Off-campus events sponsored by the Student Senate, clubs, divisions or departments: The President's Office must be contacted for prior approval.
3. Tickets and Raffles:
 - a. Raffles or other fund-raisers sponsored by a College organization on-campus or off-campus: The President's Office must be contacted for approval. City and/or state permits may be required for such activities.
 - b. Sale of tickets on-campus for College or external organizations: The Administrative Assistant to the President must be contacted for instructions.
 - c. Raffles and other games of chance requiring city and/or state permit must have prior approval by the Club Advisor and Student Senate.

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