



# Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

3939 Valley View Lane, Farmers Branch, TX 75244

## **Procedures/Guidelines for use of Student Services Building**

*Brookhaven College is dedicated to providing a positive, educational, and safe environment for students, faculty, staff, and members of the community.*

The establishment of these guidelines allows for non-traditional events and activities to occur without jeopardizing the educational processes of the institution.

Brookhaven College reserves the right to regulate time, place, and manner of any activity in order to ensure that these activities do not interfere with daily operations or college sponsored activities.

### **Submitting a Request**

Requests from college and non-college groups to use the Student Services Building to distribute information, host events, or activities, should be submitted to the appropriate Student Services Department preferably two weeks prior to the anticipated event date for initial review.

### **Availability and Approval**

One person representing the organization will be identified in writing as the person responsible for the use of the facilities. Once an application is approved, the person listed on the application will be notified.

Use of the area is primarily for students and recognized student groups and college employees. Student groups have priority on scheduling times for use of the area.

Non-college affiliated groups and individuals may receive permission to use the area based on availability.

Depending on the type of activity or event, final review and approval, will come from the office of the Vice President of Student Affairs.

### **Responsibilities**

The hours of use must occur when the college is open during regular business hours.

The responsible group or individual must remove all signs, flags, banners, and exhibits at the conclusion of their scheduled time.

Brookhaven College will provide one table for the distribution of information and materials. The college assumes no responsibility for the security of materials and/or displays used by the organization.

Notify the appropriate department to cancel or reschedule at least 24 hours in advance.

All policies and procedures of the Dallas County Community College District, State, and Local laws shall be complied with by the sponsoring organization.



# Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## Application for use of Student Services Building

Name of Organization/Business/University: \_\_\_\_\_

Date of Request \_\_\_\_\_

Date Space Needed \_\_\_\_\_

Time of event/activity: Begin \_\_\_\_\_ a.m./p.m.

End \_\_\_\_\_ a.m./p.m.

Check the appropriate box and submit completed form or return to the department in the Student Services Building.

- Departmental/Educational (VPSA-S103) <mailto:susanhibbs@dcccd.edu>
- Recognized campus organization (Student Life-S201) <mailto:bborski@dcccd.edu>
- Community/Non-profit Organization (Student Life-S201) <mailto:bborski@dcccd.edu>
- College/University (Advising -S113) <mailto:lahumada@dcccd.edu>
- Employment Opportunity (Career Development Center-S065) <mailto:bhcJobs@dcccd.edu>
- Military (Career Development Center-S065) <mailto:bhcJobs@dcccd.edu>

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose for which you are requesting use of the facilities:

- Special Event/Activity
- Distribution of information/materials
- Recruitment (College/University/Military)
- Job Opportunity
- Fundraising Activity

Description:

\_\_\_\_\_

Guideline Agreement:

- I will be respectful of the educational environment and daily operations of the campus and will represent myself or organization accordingly.
- I will remove/clean up all materials, signs, and information at the end of my event.
- I understand that approval of this request is for use of the area designated by Brookhaven College and no other place on campus.

Signature: \_\_\_\_\_

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

### FOR CAMPUS USE ONLY

Department Representative

VP of Student Services

- Approved
- Denied

- Approved
- Denied

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_