

## **General Provision for Use by Outside Groups**

1. College activities shall be given first preference for use of facilities; of these activities, instruction or instruction-related activities have the highest priority, with the exception of the Cafeteria.
2. Community requests for permission to use the College facilities should be initiated, if possible, at least two weeks prior to the requested date.
3. Continuing regular use of campus facilities for non-campus religious or political purposes shall not be permitted. Occasional use may be permitted. Usage fees will be determined at the time of use.
4. All activities must be under competent adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment.
5. The following specific rules shall be observed by groups using any part of a facility. The group representative agrees to be responsible for his/her group and to conduct his/her event in conformity to the following College procedure. The representative further agrees to be responsible for any loss or damage resulting from deviation from the procedure.
  - a. Food and beverage consumption shall be limited to the cafeteria, unless special permission is secured.
  - b. Disorderly conduct of any kind shall not be condoned by the sponsoring organization.
  - c. The number of tickets sold for an event shall not exceed the capacity of the facility requested.
  - d. Concession rights shall be reserved for the College unless otherwise specifically approved. No outside food service may be brought on campus without specific College approval.

## **Confirmation of Reservations and Fee Payment**

After approval has been obtained and facility and service availability verified, the sponsor will be notified that the reservation process is complete and that the space is reserved (subject to receipt by the Business Office of any applicable fees).

## **Cancellation**

The College reserves the right to cancel any reservation if it is deemed to be in the best interest of the College. Conflicts or conditions not encompassed by this procedure will be referred by the Business Office Division Administrator.

## **RULES AND REGULATIONS PERTAINING TO SOLICITATIONS**

**Solicitations and Sales-** All solicitations, including sale of publications on the campus of Ranger College, must have some benefit for the College, its students, faculty, and staff in its primary mission. If the purpose of a solicitation project is to raise money, the use of this money shall be clearly identified in terms of its contribution to the educational, intellectual, or cultural growth and development of the institution and/or its members of the academic community.

**Definition of Solicitation-** Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, and offering any other comparable materials and privileges in person or by handbills to promote sales.

**Exceptions to the Solicitation Policy-** Examples of exceptions which are allowed are: Sales intended to provide community-wide benefits, service projects or solicitations of contributions for charitable purposes, public or particular.

Persons not registered as students, faculty, or staff may not solicit on the campus without the expressed permission of the Vice President for Student Services.

**Advertising and Distribution-** Individuals who are not affiliated with the College (i.e., student, faculty, or staff) may not distribute handbills, leaflets, or any type of printed materials on the campus. No advertising by commercial organizations, as groups or through student representatives, is allowed on the campus except through expressed permission by the Vice President for Student Services.

## **COMPUTER USE- ACCEPTABLE USE POLICY**

General access to computers, laboratories, mainframe computers, networks and the Internet are provided as a service to Ranger College employees and students. Use is a privilege, not a right. All users must respect the rights of other users, respect the physical property, and respect all license agreements. It is the policy of Ranger College that all members of its community must act in accordance with responsibilities, relevant laws, and the highest standard of ethics. Students may not use the name or symbol of Ranger College in any network communications. Failure to comply with regulations set forth in this policy will result in the suspension of privileges, and may result in civil or criminal action under state or federal law.

1. I understand that security is important and I will:
  - \*Use only my account
  - \*Not give out my password
  - \*Notify Ranger College employees if I suspect that my account has been used by anyone other than myself
2. I accept other's property rights and I will:
  - \*Not introduce viruses or worms
  - \*Abide by policies of other networks and locations
  - \*Not copy, rename or delete, examine, or change any files not belonging to myself
  - \*Refrain from all forms of vandalism
  - \*Not use tobacco products or bring food or drink into computer areas
3. I agree to abide by accepted network etiquette and I will:
  - \*Refrain from sending or receiving offensive, vulgar, or obscene material
  - \*Refrain from annoying, harassing, or abusing other users.
  - \*Not use the Internet for the purpose of playing games.
  - \*Not use the Internet for "chatting."
  - \*Not give out addresses, phone numbers, or other personal information.
  - \*Refrain from commercial activity and political lobbying.

## **TOBACCO FREE COLLEGE**

The use of tobacco products in College facilities will be controlled.

1. Smoking of tobacco products is banned in all College buildings.
2. The use of smokeless tobacco, including snuff and tobacco, is prohibited in all College buildings.
3. Smoking is prohibited in individual dormitory rooms.

## **IDENTIFICATION CARDS**

Any Ranger College student taking 6 semester hours or more **must** have a Herring Bank Card/Student Identification card. The ID card should be carried by the student at all times on the campus and will be useful at the Cafeteria, Library, Special Events, Athletic or sporting events, and other areas of College activities. A \$10.00 fee will be charged to the student's account for the ID card.

If an ID card is lost, Ranger College students report to the Vice President for Student Services. Students at Stephenville and Brownwood campuses report to the respective Administration offices. A \$10.00 replacement fee will be charged to the students account.

## **SOCIAL SECURITY NUMBERS**

Section 7(b) of the Privacy Act of 1974 (5 U.S.C.522a) requires that when any Federal, State, or local government agency requests an individual to disclose his/her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, students, or applicants for admission as students, are advised that disclosure of a student's social security account number is required as a condition for admission as a student at Ranger College, in view of the practical administrative difficulties which would be encountered in maintaining adequate student records without the continued use of the SSN.

## **LOST AND FOUND**

A lost and found service is located in the office of the Vice President for Student Services. Unclaimed items will be kept for a reasonable length of time, and then disposed of as seen fit.