

G.01.04.01 Use of and Access to College District Facilities Procedure

Responsible Department: Alamo Colleges Police Department

Based on Board Policy: [G.01.04](#) - Use of and Access to College District Facilities

Approved: 8-18-09

Last Amended: 11-17-16

Last Reviewed: 6-24-25



ALAMO
COLLEGES
DISTRICT

College District grounds and facilities shall be made available to members of the College District community, including students and their respective registered organizations, when such use does not conflict with normally scheduled activities, or any of the policies and procedures of the College District. The requesting student(s) or student organization shall pay all expenses incurred by their use of the facilities. Such expenses are limited to required College District custodial, security, and building staffs.

The College District shall develop guidelines for the use of facilities by students and members of the community. Such guidelines shall cover the times, places, or means of expression that are basically incompatible with normal activity at a particular time and place. Such guidelines shall not restrict expression because of its message, its ideas, its subject matter, or its content. Further, such guidelines shall clearly inform what is required or prohibited.

PROHIBITED ACTS

An officer or employee of the College District who is acting or purporting to act in an official capacity may not, because of a person's race, religion, color, sex, or national origin:

Refuse to permit the person to use facilities open to the public and owned, operated, or managed by or on behalf of the College District;

Refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the College District;

Refuse to grant a benefit to the person; or

Impose an unreasonable burden on the person.

Civ. Prac. & Rem. Code 106.001(a)

FORUM FOR COMMUNICATION

The College District may create a public forum of a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects.

The College District is not required to allow persons to engage in every type of speech when the College District establishes a limited public forum; the College District may be justified in reserving its forum for certain groups or for the discussion of certain topics. The College District shall not discriminate against speech on the basis of viewpoint, and any restriction must be reasonable in light of the purpose served by the forum.

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DISTRIBUTION OF NONSCHOOL LITERATURE

Activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment.

If the College District creates a forum for the distribution of non-school literature, the College District may impose time, place, and manner regulations and may reserve its facilities for their intended purposes, communicative or otherwise, as long as the

regulation on speech is reasonable and not an effort to suppress expression merely because public officials oppose the speaker's view.

USE OF COLLEGE DISTRICT MAIL SYSTEM

Unless it has been opened to the public, by policy or practice, a College District mail system is not a public forum. The College District may create a limited public forum in its campus mailboxes.

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Legal Reference - TACC Policy Reference Manual

GF(LEGAL) - Community Use of College District Facilities

GFA(LEGAL) - Community Use of College District Facilities: Conduct on
College District Premises