

## Academic Quad Reservation Process

### Ithaca College

#### Location

The three grassy areas (areas 1, 2, and 3) and two blacktop areas (area 4 and area 5 - the Free Speech Rock) of the academic quad (see diagram) are available to reserve for public displays sponsored and organized by any on-campus organization (as defined by the Ithaca College Solicitation Policy). A maximum of two spaces may be reserved at any given time by an on-campus organization. An on-campus organization may reserve the academic quad a maximum of one 3-day period per block.

#### Use of the Academic Quad

Ithaca College will not regulate the content of the displays on the academic quad. The displays do not necessarily represent the views of the college. The on-campus organization sponsoring the display is solely responsible for its content and message. No reservation will be approved for a display that violates any Ithaca College policy.

#### Reservation Process

- Reservations will be made through the Office of Student Engagement (located at 325 Egbert Hall, phone 607-274-3222).
- Reservations can only be made during the academic year in which the reservation is requested, beginning on August 1 each year.
- An “Academic Quad Reservation Form” must be completed with the Office of Student Engagement **at least three weeks prior to the start date for a reservation**. Along with the reservation form, applicants must turn in: 1) a diagram illustrating the display location(s) and 2) a picture/illustration of the display as well as any informational material that will accompany the display.
- Ithaca College is not responsible for theft of or damage to any display.
- Due to noise policies and the close proximity of classrooms, no amplified sound is permitted in sections 1-4 of the academic quad. If the use of amplified sound is desired, the Free Speech Rock can be reserved. Amplified sound is permitted at the Free Speech Rock on Tuesdays and Thursdays from 12:00 - 1:00 pm.
- Reservations for the academic quad are restricted to public displays. No vendors or sales of any type will be permitted in this area.
- If a display calls for additional security or services provided by the college, additional fees will apply.
- If a display is not properly removed or damage is caused to campus grounds, the sponsoring organization will be charged to cover the cost of removal and/or the damage.

#### Public Notice

- The on-campus organization will be required to supply an 8.5” x 11” signboard containing the following information:
  1. The name of the sponsoring on-campus organization
  2. Meaning of/rationale for the display
  3. The dates of the display

#### Other

- Public displays on the academic quad may occur for a period of up to 72 continuous hours.
- A rain location may be reserved if appropriate and possible, through the Conference and Event Services Office.
- No chalking is permitted on the blacktop area of the academic quad.
- As a reminder, all Ithaca College solicitation and advertising policies must be followed. Participants may not hand out fliers or other materials to people or approach people walking past the display.
- Participants and set-ups may not block existing footpaths in the academic quad.