

CANDIDATE AND GOVERNMENT OFFICIAL VISIT AND SPACE LEASING PROTOCOLS

Policy Number: 312

Categorized: [Administrative](#)

Responsible Office: Director of College Government Affairs

Subject: Official and Candidate Visit Protocols

Related Policies: Speech and Expression; Posting, Solicitation and Distribution of Materials on College Property

Procedures: [312P](#)

Additional Information:

Effective Date: 06/09/2020

Last Reviewed Date: 06/09/2020

1. Scope

This policy applies to all College faculty, staff and students..

2. Policy Statement

Northern Virginia Community College (NOVA) is a public institution dedicated to serving the Commonwealth of Virginia and to promoting the free exchange of ideas and informed citizenship. Northern Virginia Community College welcomes political candidates, elected officials, and guest speakers from all partisan and ideological perspectives to visit campus and to present their ideas. These appearances do not constitute an endorsement of any party, candidate, or ideological perspective.

NOVA exhibits neutrality and equality with reference to all political speech at the College, without exception.

Procedures have been established to ensure that visits and/or events do not conflict with the educational mission of the College and are in compliance with the College's Speech and Expression Policy.

In accordance with the College's Speech and Expression Policy, no event shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal College operations. Campaign events may not:

- Block access to campus buildings;
- Obstruct vehicular or pedestrian traffic;
- Substantially disrupt previously scheduled campus events;

- Substantially disrupt College operations;
- Constitute unlawful activity; or
- Create a clear and present threat to public safety, according to NOVA police.

All visits by candidates or officials will be coordinated by Director of College Government Affairs.

Tuition dollars can never be used to pay for a candidate's event. Campaigns must pay for both the lease of any College facility and for associated costs. The College reserves the right to determine if fire and EMS services will be required and billable.

Recognized student organizations are encouraged to sponsor events that include visits by candidates or public officials. In planning such events, student organizations are required to contact the Director of College Government Relations and follow procedures established by the campus Office of Student Life for sponsoring events. Student organizations are responsible for any fees associated with events they sponsor, including public safety related fees. No individual student(s) or unrecognized student organization may sponsor an event.

Northern Virginia Community College reserves the right to decline requests from individuals or groups at its discretion. Reasons for refusal include scheduling conflicts, lack of appropriate available space, and/or an inability to provide adequate security to individuals and/or property.

Candidates or their campaigns may wish to conduct activities on campus that do not include a candidate visit. In these cases, the campaign should follow the College procedures for space use, including space reservations, sponsorship by campus departments or student groups, and fee payment, as appropriate. Such requests should be addressed in accord with the policy on Posting, Solicitation and Distribution of Materials on College Property, with notification to the Campus Provost, Police, and Director of College Government Affairs.

3. Definitions

N/A

4. Procedures

See [312P](#).

5. Authority

NOVA College Board