**Use Policy for Gordon College campus:**

Gordon has a longstanding practice of using College-owned facilities only for purposes that advance the College’s mission; we view this as faithful stewardship of the resources entrusted to us. Generally speaking, the College’s facilities are not available for gatherings, meetings, or events involving external groups or individuals. At the same time, we endeavor to be good neighbors and gracious hosts and to serve our constituents whenever we can. Recognizing that income from rental agreements for use of our facilities rarely cover the total costs for hosting non-College-sponsored events and groups, the College’s leadership has decided that we will significantly limit renting Gordon facilities for personal events such as birthdays, receptions, parties, weddings, and funerals. The one exception will be children’s birthday parties at the Bennett Center, which is a facility that is generally equipped and appropriately staffed for these small gatherings. Any other exceptions for personal events on the Gordon campus must be approved by the President or the President’s delegate.

Any “Non-College Sponsored Event,” defined as an event that is proposed by an external organization, or by an individual College faculty or staff member for an employee’s private event, to be held on the Gordon College campus must align with the Gordon College Statement of Faith and Statement of Life and Conduct. Any exceptions to this policy must be approved by the Gordon College President’s Office in advance.

Gordon College is mindful that allowing use of its facilities by individuals or groups for amounts that do not constitute adequate compensation or have a compensatory purpose may be viewed as a special arrangement that results in the inurement of net earnings for the benefit of private individuals, or a violation of tax regulations related to political advocacy. Free use of College services or facilities requires the prior written approval of the President or the President's delegate, who will often need sufficient time to consult with outside counsel regarding the permissibility of the proposed services or use of facilities. Failure to follow this policy and to refrain from allowing campus services or facilities to be used without adequate compensation may compromise the College’s tax-exempt status under federal and/or state law, so it will be avoided.

In addition, conferences, retreats, and other gatherings that involve renting College facilities for professional, spiritual, or educational purposes (and the groups that sponsor them) must align with the educational and religious mission and teachings of Gordon College. To avoid any measure of doubt, the College’s Administration is charged with assessing the alignment between the College’s mission and teaching with potential groups or gatherings that seek to use College services or facilities.

Gordon College is generally prohibited from participating in political activity; therefore, the College’s services and facilities may not be used in connection with political activity or advocacy without the prior written approval of the President or the President's delegate, who will often need sufficient time to consult with outside counsel regarding the permissibility of the proposed
services or use of facilities. As a general rule, individuals or groups seeking to use College facilities must not be advocacy or political organizations. Failure to follow this Policy and to refrain from using campus services or facilities in connection with political activity may compromise the College’s tax-exempt status under federal and/or state law.

The College’s administration reserves the right to exercise its sole and unlimited discretion to deny or limit use or rental when the programs and/or activities are thought to be contrary to this Policy and/or the values of the institution, or when it is thought that the potential harm to the College, members of the Gordon community, visitors, or surrounding community may outweigh the good that would come from allowing the program or use. College facilities and services may not be used for personal gain or for advocacy purposes. Charging of admission or collection of money is generally not allowed unless fully disclosed and approved in writing by the College and Gordon College is appropriately compensated.

When Gordon College services or facilities are made available to outside individuals or groups, Gordon’s Office of College Communications (OCC) will be provided with all copy and images of messages that include the name of the College sufficiently in advance of the use that they can be changed if deemed necessary by the OCC. Unless waived in writing by the President or the President's delegate, all publicity in connection with the event, program or speaker shall contain the following statement in at least 12 point type and in a visible location: "An event of [sponsoring organization], held on the campus of, but not sponsored or endorsed by Gordon College."

The College reserves the right to place restrictions on the time, place and manner or conduct of events. Further, Gordon College reserves the right to move or terminate a scheduled event when necessary to meet College priorities. The College will avoid doing this other than where judged by the administration to be necessary, and the College will provide an alternate venue or time, if possible, and will provide as much notice as possible of the change.

In addition, certain fundraising activities are not permitted on campus, and anyone seeking to raise funds must receive permission from the College administration. The list below is indicative of activities that are prohibited, but should not be considered exhaustive:

- Door-to-door solicitation for cash, coins, sales, etc. in the residence halls, classrooms or offices; raffles; email solicitations (only approved fundraisers can be advertised via email and Student News); donations directly from campus departments in lieu of payment for hours worked for regular student employment; selling products or services in which a percentage of the sales goes back to the sponsoring organization, i.e., magazine subscriptions, credit cards, etc.; solicitation by or for off-campus charities or organizations for goods, products, services or cash donations.

The President is charged with regularly reviewing this use of the campus policy and of regularly updating campus colleagues who interface with outside entities seeking to use the Gordon
campus so that they are apprised of the College’s policy. Our aim is to be good stewards of the facilities God has entrusted to our care as well as gracious neighbors to those who want to use our facilities for appropriate purposes.