

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

6.1.2

**Amplified Sounds**

**1/20/2016**

### **Policy Statement**

In an effort to continue to develop Student Life at the College of Charleston and promote an increased sense of community on campus, the Division of Student Affairs has created the following policy for the use of amplified sound on-campus in connection with programs and events held on weekdays during business hours during the upcoming academic year:

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### **Policy Manager and Responsible Department or Office**

Office of Student Affairs

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### **Purpose/Reason for the Policy**

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## Departments/Offices Affected by the Policy

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## Procedures Related to the Policy

1. Events requiring the use of amplified sound that are scheduled Monday – Friday between the hours of 8 a.m. and 9 p.m. will be held in the Stern Center Gardens.
2. Space reservations for the Stern Center Garden will be accepted on a first-come, first-serve basis through the Office of Student Life and must be approved in advance by the Director of Student Life.
3. The Office of Student Life and the Division of Student Affairs will provide information related to any special previously approved events requiring amplified sound in a timely manner to the Provost's Office so that advance notice of events can be distributed to faculty members and academic departments.
4. The use of amplified sound will not be permitted during the hours of 8 a.m. – 9 p.m. on weekdays in areas immediately adjacent to offices or classrooms facilities (i.e. Maybank Hall, the Cistern, etc.). As always, student organizations will be allowed to host informational tables and programs that do not require amplified sound at these locations.
5. Requests for exceptions to this policy must be submitted in writing to the Director of Student Life no less than two weeks (fourteen calendar days) prior to the proposed date of the event. A committee comprised of representatives from the student body, faculty and staff of the College of Charleston will convene to review the request and will notify the requestor in writing of the committee's decision. An Event Planning Form must be completed and all prior approvals for the proposed event (space reservation, Public Safety staffing, etc.) must be received before the proposed event is submitted to the committee for review.

Feel free to contact the Office of Student Life at (843) 953-2291 if you have any questions regarding this policy or campus programming. We look forward to an eventful and memorable year.

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**Related Policies, Documents or Forms**

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**Review Schedule**

**Issue Date: 6/11/09**  
**Date of Policy Revision: 1/21/16**

**Next Review: 10/20/2020**

**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

**Policy Number: 6.1.2**

**President or  
Chairman, Board of Trustees**



**Date:** 1-21-16