



# NORTHERN LIGHTS COLLEGE

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## Access for Advocacy Purposes

Policy Number: A-5.07  
Category: Administration  
Effective Date: June 1993  
Approval Process: Administrative Policies  
Approval Date: June 14, 2016  
Date Last Reviewed: June 14, 2016

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## POLICY

As a good citizen and member of the community it serves, Northern Lights College will attempt to open its spaces and facilities to be used for most community group events, meetings and activities.

When such activities involve access to the College for advocacy purposes, caution is to be exercised to make sure that any form of advocacy adheres to the philosophy, goals and legal mandate of Northern Lights College as well as the intent of the laws, statutes and individual rights of the province of British Columbia and the country of Canada.

## PURPOSE

To ensure close oversight of advocacy on all Northern Lights College campuses in order to comply with the organization's, province's, and country's policies, philosophies, and laws.

## SCOPE

This policy applies to a person or group wishing to hold advocacy events on campus or intending to distribute, circulate or display advocacy materials within the College.

## PROCEDURE

1. A College student, staff member, or formal organization representing students and staff must sponsor any person or group wishing to distribute, circulate or display advocacy materials within Northern Lights College.
2. The sponsor of any person or group wishing to distribute, circulate or display materials will complete the "Agreement to Distribute, Circulate or Display Advocacy Materials" form (hereafter known as "the Agreement"). The Campus Administrator or Director of Facilities will evaluate all materials to ensure that the material is appropriate and in compliance with the policy statement.
3. The College reserves the right to unilaterally cancel the Agreement and the sponsor shall ensure that the person or group complies with this action.
4. The sponsor shall ensure adherence to the Agreement between the person or group and the College, including the College's decision to cancel the Agreement.

5. The event, group or distribution of materials shall not unduly disrupt normal College operations.
6. Members of the College community will not be subjected to harassment or obstruction while a person or group planning or conducting a meeting or event or distributing materials is using College premises.

## DEFINITIONS

Advocacy – public support for or recommendation of a particular cause or policy.

## STAKEHOLDERS

College staff members  
Northern Lights College Students' Association

## RELATED POLICIES AND REFERENCES

A-1.04 Use of College Facilities & Equipment

### History

Created/Revised/Reviewed	Date	Author	Approved By
Created	June 1993		
Revised	July 1996		
Revised	June 2016	VP Finance and Corporate Services	Policy Committee

### Next Scheduled Review Date

June 2021

**AGREEMENT TO DISTRIBUTE, CIRCULATE OR DISPLAY  
ADVOCACY MATERIALS**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

You have been given permission to:

A. Distribute advocacy materials described as: \_\_\_\_\_

\_\_\_\_\_ (copy attached) within Northern Lights College premises.

Location of distribution: \_\_\_\_\_

Date(s) of distribution: \_\_\_\_\_

Time(s) of distribution: \_\_\_\_\_

B. Circulate the advocacy materials described as: \_\_\_\_\_

\_\_\_\_\_ (copy attached) within Northern Lights College premises.

Method of circulation: \_\_\_\_\_

Date(s) of circulation: \_\_\_\_\_

C. Display the advocacy materials described as \_\_\_\_\_ (copy attached) within Northern Lights College premises.

Description and location of display area: \_\_\_\_\_

\_\_\_\_\_ Date(s) of display: \_\_\_\_\_

Conditions:

1. Only the materials described may be distributed, circulated or displayed.
2. All description regarding methods, locations, dates and/or times must receive strict compliance.
3. Enactment of the terms of this Agreement shall in no way subject any members of the Northern Lights College community to harassment or obstruction.

**FAILURE TO COMPLY WITH THE CONDITIONS WILL  
RESULT IN CANCELLATION OF THIS AGREEMENT.**

Disclaimer:

NORTHERN LIGHTS COLLEGE ACCEPTS NO RESPONSIBILITY FOR LOSS OR DAMAGES TO ITEMS BROUGHT ON THE PREMISES.

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Advocacy Agent

Approved by:

\_\_\_\_\_  
Campus Administration / Director