

Events on Campus and Amplified Sound

I. Policy Section

12.0 Building and Sites

II. Policy Subsection

12.8 Events on Campus and Amplified Sound

III. Policy Statement

The use of amplified sound may not be used at an event on campus unless approved by the Provost or his/her designee in accordance with the guidelines outlined in this policy.

IV. Reason for the Policy

This policy is written to give specific guidelines for campus events that will allow for maximum impact and sense of community among students and employees with minimum disruptions to the fundamental purpose of the institution and to the learning environment.

V. Entities Affected by this Policy

Faculty, Staff, Students and Visitors who wish to plan an event on campus.

VI. Who Should Read this Policy

Staff, Students and Visitors who wish to plan an event on any GRCC campus

VII. Related Documents

[Amplified Sound Request Form](#)

VIII. Contacts

Policy Owner: Office of the Provost
Student Life

IX. Definitions

Please provide definitions for any words or terms contained in the policy that may not be clear to the reader.

X. Procedures

- A. Any person or group who wishes to host an event where sound levels will reach beyond normal conversational level (approximately 60 decibels) and/or include sound amplification at any GRCC property, or site, including the Lakeshore Campus must follow the subsequent procedure in order to host the event. Those who do not follow the proper course of action may be required to terminate the event. This process requires four (4) weeks lead time for approval and communication.
- B. Step 1: the individual or group must have their event location confirmed on campus through the Campus Wide Events Scheduling Tool. In the case of a student organization it must be approved through the Student Organization Event Registration Form through Student Life.
- C. Step 2: the individual or group who wishes to host an event with amplified sound must fill out the Campus Event and Amplified Sound Request form. This form is due no later than four weeks prior to the event date in order to allow time for the Provost's Office to review the request. Failure to do so may result in a refusal to approve the event. The Provost is required to respond to the request within 5 business days of receiving the request (this response may include a request for clarification or more details related to the event).
- D. If approved, an email will be sent by the Provost Office to the appropriate staff, prior to the event, notifying them of the approval and sharing all related details. In addition, if approved, amplified sound must remain at a reasonable level throughout the duration of the entire event, not to penetrate any classrooms or work spaces at a level that exceeds 60 decibels or other level established by the Provost in the approval notification.
- E. A complaint during the event would prompt the assessment of the noise level by a Dean or Associate Dean, and a request to make an adjustment in the noise level would be made if determined necessary. Failure to comply with the request may result in termination of the event and the sponsoring organization may be subject to further disciplinary action.

XI. Forms

[Amplified Sound Request Form](#)

- XII. Effective Date
Approved May 12, 2010

- XIII. Policy History
Revised December 2014 – Eliminated the appeal process shifting the decision authority to the Provost. Made minor modifications to the procedures.

- XIV. Next Review/Revision Date
December 2018