

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE	
WCJC Title: Student Expression and Use of College Facilities	Section F: Students	Pages: 1
Policy Title: Student Rights and Responsibilities	Policy: FLA	
Subtitle: Student Expression and Use of College Facilities	Date Adopted: 03/31/2026	

Purpose

To establish procedures for students and student organizations to request use of facilities to host speakers and events on campus.

Procedure

Students and student organizations may host guest speakers who may make speeches, give performances or lead discussions in fixed indoor locations on campus with approval from the Dean of Students, via the Speaker Request Form.

Guest speakers are external to WCJC. WCJC faculty, staff, and students do not need prior approval to serve as a speaker at an event or meeting. Speakers may be hosted during an academic term except for the first week of the semester and the last two weeks of the semester, which includes the final exam period.

Guest speakers may distribute literature to persons who attend the event but not to others who have not chosen to attend the event. The guest speaker may not solicit for his or her off-campus business, organization, or service.

It is the responsibility of the host student or student organization, in collaboration with their advisor, to:

- Complete the Outside Speaker Request Form and receive approval from the Dean of Students, at least 15 working days prior to the event.
- Evaluate the speaker’s background and assess any risk associated with the presentation.
- Coordinate communications and manage logistics (e.g., contracts, space reservation, campus safety coordination, marketing, etc.).
- Pay all costs associated with the speaker.

Date Prepared/Revised: 01/26/2026 (LM)