

Special Use Permission Request

Because college policy strictly prohibit alcoholic beverages, weapons, and animals on campus, students planning on the use of these for instructional use, special projects or theatrical uses must follow each of the following steps.

1. Students must complete a Special Use Permission Request Form and submit it to the School Resource Officer (SRO) five working days before the project is to occur.
2. Alcoholic beverage containers must be sealed. The seal may not be broken except in the presence of the instructor, department head, or the SRO.
3. Any weapon brought on campus for special use must remain in the student's vehicle. The student shall contact the Information Desk and request to meet the SRO. The SRO will meet the student and inspect the weapon and then escort the student to the area of use. The weapon must be immediately returned to the student's vehicle after use of the weapon is completed.
4. Read and understand the other requirements required for each type of request. (listed below)
5. This special use should occur during normal operating hours (M-T 8a-10p & F 8a-3p) or have special approval during other hours.
6. Failure to follow these rules will result in disciplinary action as outlined in the RCC catalog.

Alcoholic Beverages

Randolph Community College Policy for Alcohol on Campus

Students can be approved, on a case by case basis, by their instructor, Department Chair, and campus security to possess alcoholic beverages for use in a student project. Alcoholic Beverage: Includes beer, wine, whiskey, and any other beverage listed in Chapter 18B (Regulation of Alcoholic Beverages) of the General Statutes of North Carolina

- Alcoholic beverages must be sealed / unopened containers. State law requires a person possessing alcohol to be 21 years of age.
- Permission must be granted by the instructor, department head or the SRO to open the container.
- Once the session is completed the contents must be poured down the drain and the container wrapped in a garbage bag and disposed of in the nearest campus dumpster.
- Empty containers may be brought to campus. The container should be thoroughly washed and have no alcoholic residue. The container may be filled with water or an inert substance (colored water, tea, etc) for the use. This must be done in front of the

instructor, department head or SRO. The container should be emptied and disposed of by wrapping it in a garbage bag and disposing of it in the nearest campus dumpster.

Weapons

Randolph Community College Policy for Weapons on Campus

Any item defined as a weapon by law is not allowed on the RCC campus, with the exception that sworn law Enforcement Officers and those using weapons in college approved instruction may have firearms as required.

- No *illegal* weapons are allowed!
- Weapons must be in an appropriate case.
- Weapons must be transported in the locked trunk of the student's vehicle. In the event the student's vehicle does not have a trunk (SUV) then the weapon must be in a locked case.
- The weapon must be inspected by the SRO before being brought inside the building. Follow the instructions of the SRO during the inspection process. The SRO will escort the student to the location it is being used. The student will also be escorted back to their vehicle after use.
- The weapon will be re-secured in the vehicle's trunk or locked case in the event of being a SUV.
- Students must be 18 years of age to possess a firearm.
- No ammunition may be brought to campus at the same time as the weapon.
- If possible transport firearms so that the breech is visible upon immediate viewing or have a breech blocking device in place.
- Blank firing weapons fall under the same requirements and both the weapon and the blank ammunition must be inspected.

Animals

Randolph Community College Policy for Animals on Campus

Animals and pets are not allowed in the buildings unless used in some manner of instruction. The use of a service animal by an individual with an approved disability is permitted.

- Animals may be brought on campus for the purpose of photography, theatrical use or instructional purposes once the special use request has been approved.
- No poisonous or dangerous animals are allowed on campus.
- Any animal capable of being transported in an appropriate container or transporter must be transported that way while in the building, except during the actual use. Any

animal too large for a container or transporter must be on a leash system (not more than 6 feet long) and in control of the handler.

- Animals should be removed from campus after the approved use is completed.
- Animal waste cleanup and disposal is the responsibility of the handler or at their expense.

Randolph Community College

Special Use Permission Request Form

(Form must be completed and submitted to the School Resource Officer 5 working days before use date)

Once this form is completed submit it to the School Resource Officer located in the Student Services Building at the Information Center.

Requestor Name _____

Description of item(s) _____

Include serial number if applicable: _____

Intended use of item(s) _____

Requested date(s) for use _____

Instructors printed name & signature _____

Department Heads printed name & signature _____

Comments _____

I acknowledge by signing below I have read all of the special use requirements and agree to abide by them. I further understand that by not abiding to them could cause disciplinary actions from the college as well as criminal actions for any laws infringed.

Requestor's signature _____

Office Use Only

| Date Rec'd | Approved | School Resource Officer Signature |
|------------|----------|-----------------------------------|
| Comments | | |