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Non-Academic Administrative Policies

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The University's Non-academic Administrative Policies are not part of the University's academic catalog. These policies may be amended or updated at any time at the discretion of the University. 

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properly abide by applicable law and University policy and expects that such individuals will conduct themselves responsibly, mindful of the rights of others. Individuals are responsible for behaving in a manner that is not disruptive or endangering to themselves or others, and all members of the University community share responsibility for creating an environment that limits dangerous drinking behaviors.

II. Applicability

This policy applies to the consumption, possession, service, and sale of alcoholic beverages on University property (regardless of the sponsor or the source of funds), and for all Events sponsored by the University or for which alcohol is purchased using University funds (regardless of the location of the Event), and for all Student Events (regardless of the location of the Event). It applies to all members of the University community and visitors to the campus (including but not limited to faculty, staff, students, guests, and alumni).

III. Definitions

As used in this policy, the following terms have the meanings given to them below.

The “Appropriate Vice President” means:

- for Event organizers who are faculty members, the Vice President for Academic Affairs and Provost or an authorized designee;
- for Event organizers who are staff, the Vice President overseeing the division in which the Event organizer works or an authorized designee;
- for Student Event organizers, the Vice President for Student Life or an authorized designee;
- for Event organizers who are members of the President’s senior administrative team (including the President), the Event organizer;
- for Event organizers who report to the President and are not members of the President’s senior administrative team, the President; and



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“On Campus” means any property owned or leased by the University. “Off Campus” means any property that is not On Campus.

“Student Event” means any Event that is primarily planned, funded, and/or executed by one or more students or that a reasonable person would conclude is primarily planned, funded, and/or executed by one or more students, regardless of whether the students are operating as a recognized student organization pursuant to the Student Organization Policies and Procedures.


“Third-party Vendor” means a vendor or bartender holding a valid license to serve or sell alcohol issued by the South Carolina Department of Revenue. Third-party Vendors serving and selling alcohol at Events On Campus must be approved by the Vice President for Finance and Administration in order to operate On Campus and must provide a copy of their current license and proof of insurance naming the University as an additional insured/loss payee under their general commercial liability policy.

IV. Policy Details

A. Compliance with Laws

All possession, consumption, service, and sale of alcohol must be in accordance with applicable South Carolina state laws. All individuals are expected to understand such laws and ensure that they do not violate them. It is also the responsibility of each individual to ensure that the University does not, through such person’s actions, violate the law.

The following is a brief synopsis of certain laws in effect at the time of the adoption of this policy. For detailed and updated information on the laws of the State of South Carolina, please consult the [South Carolina Code of Laws](#).

- Underage Consumption: It is unlawful for a person under the age of 21 to purchase, attempt to purchase, consume, or knowingly possess alcoholic liquors, beer, ale, porter, wine, or other simila 

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old: It is unlawful for a
beer or wine to a person

- Transfer to Person Under the Age of 21 Years: It is unlawful for a person to transfer or give to a person under the age of 21 years for the purpose of consumption of alcoholic liquors in the State of South Carolina.
- False Information About Age: It is unlawful for a person to whom beer or wine cannot be lawfully sold to knowingly give false information concerning his age for the purpose of purchasing beer or wine.

As sworn officers of the State of South Carolina, the Furman University Police Department may enforce these and other state laws.

Campus Security Authorities (“CSAs”) are reminded that they are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) to report to University Police allegations of Clery Act crimes that they receive or observe, which include liquor law violations. For more information regarding CSA reporting requirements, contact University Police.

B. Compliance with University Requirements

All possession, consumption, service, and sale of alcohol must be in accordance with applicable University requirements, including those set forth in this policy.

1. Possession of Alcohol On Campus. Individuals may only be in possession of alcohol On Campus as follows:
 1. At an Event, pursuant to the provisions of this policy and the [Use of University Space](#) policy,
 2. While tailgating at a major athletic Event, pursuant to the provisions of this policy and the [Tailgating at Major Athletic Events](#) policy and Student Tailgates policy,
 3. At a restaurant or venue On Campus, such as the Paddock, when the individual has purchased alcohol from the restaurant or venue and pursuant to the provisions of this policy, or



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Event On Campus at which attendance is expected to exceed 75 guests and at which alcohol will be served or sold, and (iii) as otherwise required by the [Use of University Space](#) policy. It is also recommended that Furman University Police be notified of any Event On Campus at which alcohol will be served, sold, or consumed, whether or not their presence is required at the Event.

2. Required Approvals.

1. Event Approval. All Events, whether on or off campus, at which alcohol will be served, sold, or consumed must be approved by the Appropriate Vice President, with the exception of Events held at the following locations On Campus, which do not require approval of an Appropriate Vice President, provided that alcohol is served or sold by an approved Third-party Vendor:

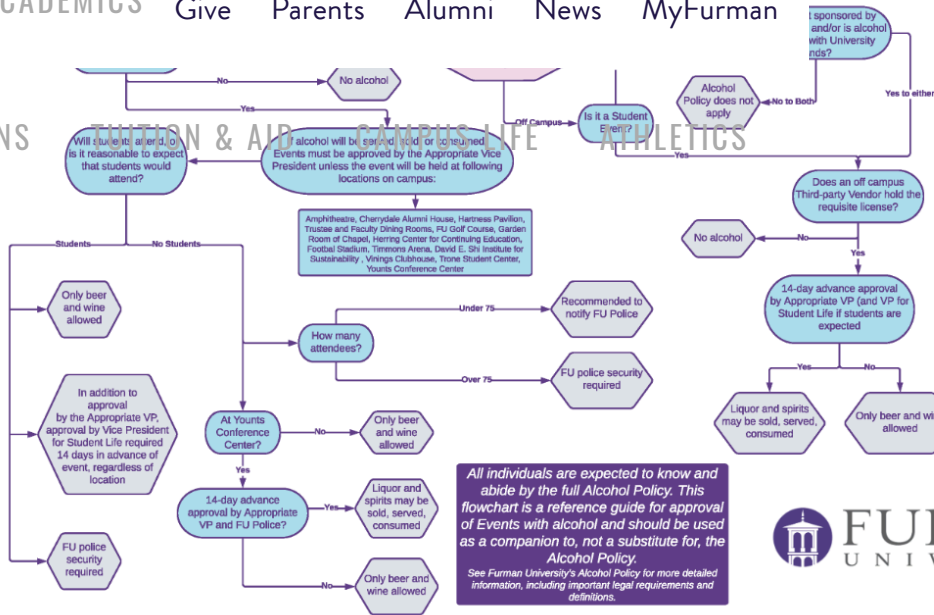
1. The Amphitheatre;
2. Cherrydale Alumni House;
3. Hartness Pavilion;
4. The Trustee and Faculty Dining Rooms;
5. Furman University Golf Course;
6. The Garden Room of the Chapel;
7. Herring Center for Continuing Education;
8. The Football Stadium;
9. Timmons Arena;
10. The David E. Shi Institute for Sustainability;
11. North Village Pavilion;



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Note these Event Requirements:
Consumption of alcohol is permitted only by, and alcoholic beverages may be served or sold only by and to, persons of legal drinking age
Any service or sale of alcohol must be by a Third-party Vendor
Events may not be BYOB - no outside beverages
At all Student Events with alcohol and all Events with alcohol where it is reasonable to expect that students would attend, event organizers must ensure there is a method for IDing attendees as of legal drinking age

All individuals are expected to know and abide by the full Alcohol Policy. This flowchart is a reference guide for approval of Events with alcohol and should be used as a companion to, not a substitute for, the Alcohol Policy. See Furman University's Alcohol Policy for more detailed information, including important legal requirements and definitions.

2. *Approval for the Service, Sale, or Consumption of Liquor or Spirits.* When approved 14 days in advance by the Appropriate Vice President and Furman University Police, liquor and spirits may be sold, served, and consumed at Events at Younts Conference Center at which students will not be present. When approved 14 days in advance by the Appropriate Vice President (and the Vice President for Student Life, for Events that it would be reasonable to expect that students would attend), liquor and spirits may be sold and served at Events Off Campus.

3. *Event Requirements and Recommendations.*

1. Consumption of alcoholic beverages is permitted only by, and alcoholic beverages may be served or sold only by and to, persons of legal drinking age.
2. Individuals selling or serving alcohol may not consume alcohol.
3. Except as otherwise permitted by applicable University policy, alcohol must be purchased from a Third-party Vendor (i.e., it may not be purchased by the sponsor of the Event at 

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respect to the service or sale of alcohol to the extent that those rules are more restrictive than those set forth in this policy.

5. Except as otherwise permitted by applicable University policy, Events may not be BYOB (i.e., alcohol must be served or sold at the Event and cannot be brought to the Event, even by an individual of legal drinking age), and no outside beverages may be brought into an Event.
6. Individuals who are intoxicated or disorderly may not be served or sold alcohol, and such persons may not be allowed to remain on the premises where alcohol is sold, served, or consumed after such condition is known to the person selling or serving the alcohol.
7. It is recommended that non-alcoholic beverages and food be made available at all Events where alcohol is served or sold.
8. On-campus Events with alcohol are limited to beer and wine only, with the exception of Events that have been approved by the Appropriate Vice President pursuant to Section IV(B)(2)(c)(ii) above. Off-campus Events with alcohol are recommended to be beer and wine only; however, liquor and spirits may be sold and served at off-campus Events with the approval of the Appropriate Vice President(s) as set forth in Section IV(B)(2)(c)(ii) above.
9. At all Student Events with alcohol and all Events with alcohol that it would be reasonable to expect that students would attend, event organizers must ensure that there is a method for identifying attendees as of legal drinking age or not.
10. Student Events that serve or sell alcohol or at which alcohol is consumed must follow the [Student Organization Policies and Procedures](#) regardless of whether the Event organizers are operating as a recognized student organization (as defined in such Policies and Procedures).



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D. Other Policies

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This policy applies in addition to, and not in lieu of, other applicable University policies, including but not limited to the following:

- The [Use of University Space](#) policy.
- The [Student Handbook](#), including but not limited to the [student Alcohol policy](#) and [Student Tailgates policy](#).
- The [Tailgating at Major Athletic Events](#) policy.
- University employees are bound by all other applicable University policies, including the University's Drug-free Workplace Policy (850.1).

E. Liability

Organizations that and individuals who host an Event at which alcohol is present may be held responsible for the actions and well-being of their members and guests.

Brand and Licensing Use

Students, staff, faculty, or other individuals, businesses, and organizations (including student organizations) must obtain approval and/or a license to use Furman University's trademarks and logos in any manner and for any purpose. Requests may be submitted to brandreviewboard@furman.edu.

Ethics Policy

I. Introduction



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may arise in the course of
ed to make ethical deci-
ent over their depart-
ments when issues arise that they need assistance in addressing. For purposes of this Policy, the term
“Employee” means and includes all employees of the University, including part-time employees, tem-
porary employees, and any person under an employment contract or similar arrangement with the
University, and shall, for purposes of this Policy only, include volunteers.

II. Ethical Principles

1. **Respect.** Employees will nurture a climate of respect, fairness, and civility toward others even in the face of disagreement.
2. **Honesty and Integrity.** Employees will act and communicate truthfully and candidly. Employees will make decisions based on the greater good and conduct themselves free from personal conflicts or appearances of impropriety or self-dealing.
3. **Confidentiality.** Employees will respect other individuals’ privacy and will treat as confidential all information that is designated as confidential or that they should reasonably understand to be confidential in nature. Such information includes but is not limited to education records pursuant to the Family Educational Rights and Privacy Act and its implementing regulations.
4. **Stewardship.** Employees will use University resources in a wise and prudent manner in order to achieve the University’s educational mission and strategic objectives. Employees will not use University resources for personal benefit or gain.
5. **The Pursuit of Excellence.** Employees will conduct all University affairs diligently, exercising professional care and striving to meet the high expectations the University has set for itself.
6. **Responsibility and Accountability.** Employees will be trustworthy and answerable for their conduct, decisions, and obligations and will comply with all applicable laws, regulations, policies, and procedures.

III. Reporting Violations

Employees may report concerns relating to failures to adhere to this Policy by contacting the University’s Office of Human Resources (864-294-2217) or by calling the confidential and anony-



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of its students, employees and those visiting the campus through the use of video surveillance technology, which assists the Furman University Police Department in deterring and solving crimes, assessing campus safety trends, and better utilizing campus safety resources.


This Campus Video Surveillance Systems Policy (“Policy”) does not imply or guarantee, and may not be construed to imply or guarantee, that Video Surveillance Devices will be indefinitely operational or actively monitored. Additionally, Video Surveillance Devices subject to this Policy do not record audio.

All Video Surveillance Devices subject to this Policy shall be operated in accordance with applicable federal and state laws and regulations.

II. Applicability

This Policy governs the installation, use, monitoring, and maintenance of Video Surveillance Devices that record and/or monitor Furman Property or Furman community members on Furman Property, regardless of whether such Video Surveillance Devices are owned by the University or a third party using Furman Property.

This Policy does not apply to the following uses and/or types of video recording devices, provided, however, that such uses and/or types of video recording devices may be subject to other policies and/or federal, state, and/or local laws:

- video recording devices used for
 - instructional, academic, research, or artistic purposes;
 - capturing public events and performances;
 - recording promotional or news events;
 - convenience such as weather or construction site viewing;
 - video conferencing;
 - recording and/or monitoring common areas of property leased by Furman from a third party 
- Personally-owned video recording devices (e.g., smart-phone cameras); or

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1. Coverage, Installation, and Maintenance

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a. Coverage

Video surveillance may extend to both publicly accessible areas of Furman Property and non-publicly accessible areas of Furman Property to which only members of the campus community typically have access and are reasonably expected to gather (e.g. hallways, building entrances, lobbies, study areas, etc.). Examples of facilities and areas of campus to which coverage may extend include, but are not limited to:

- Entrances to buildings;
- Public interaction and gathering areas; and
- Parking lots and pathways.

b. Installation and Maintenance

All University-installed Video Surveillance Devices must be connected to the unified campus system, unless otherwise approved in writing by the Chief of Police.

Responsibility for installation and maintenance of the University's unified campus system and individual Video Surveillance Devices is shared between University Police, Facilities Services, and Information Technology Services, provided that such installation and maintenance may be delegated to an independent contractor.

The Furman University Police Department will aid in identifying specific coverage areas and Video Surveillance Devices for installation in University facilities. Any new construction or major renovations will be required to follow the Furman University Police Department's minimum coverage recommendations. Prior to the submission of the project budget, project managers will meet with the Chief of Police to determine coverage needs for the project.



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as of non-prohibited areas including enhancing safety or a group's behavior

may warrant specific monitoring and/or recording for purposes of safety, security, or to aid an investigation, all use of Video Surveillance Devices shall be consistent with the University's Non-Discrimination and Non-Harassment Policy.

Covert Video Surveillance Devices may only be used by the Furman University Police Department to aid in criminal investigations with the approval of the Chief of Police and the appropriate member of the Senior Administrative Team ("SAT") (e.g., the Vice President of Student Life if the subject of the investigation is a student).

3. Access to Recordings

a. Generally

Only authorized Furman University Police Department personnel, as determined by the Chief of Police, may monitor, view, or otherwise access Recordings. Such personnel tasked with monitoring, viewing, or otherwise accessing Recordings will receive training and supervision in the responsible use of this technology.

Other University departments and personnel wishing to access live or recorded video collected by Video Surveillance Devices must make a request to the Chief of Police, explaining why such access is necessary for the requestor to perform their professional responsibilities to the University. The Chief of Police, in consultation with the appropriate member of the SAT (or designee) and the Office of General Counsel (as needed), will grant or deny the request.

b. Student Requests for Access

Students may not access Recordings. Because such recordings are maintained by the Furman University Police Department for law enforcement purposes, they are not "education records" for purposes of the Family Educational Rights and Privacy Act (FERPA) and/or the [University's Student Information Policy](#). Provided, however, that to the extent Recordings are provided to a different



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Video Surveillance Devices may not be installed or used for the sole purpose of monitoring employee behavior, except to the extent necessary to investigate criminal behavior occurring on Furman Property. Any other use of Video Surveillance Devices for purposes other than enhancing safety, security, and/or aiding investigations is prohibited.

The use of facial recognition software in conjunction with Video Surveillance Devices is prohibited unless authorized by the SAT.

The installation and use of “dummy” or non-functional cameras is prohibited.

5. Retention and Dissemination

Recordings subject to this Policy will be (a) stored securely with appropriate access controls intended to prevent unauthorized access, modification, or deletion, and (b) retained for 30 days. After 30 days, Recordings will be automatically deleted unless they (a) are being used for or have been requested in connection with a criminal investigation or an investigation pursuant to University policies; (2) are subject to a litigation hold; or (3) otherwise have historical value, as determined by the University in its sole discretion.

The Furman University Police Department may share Recordings with other law enforcement agencies and/or the Office(s) of the Solicitor to aid in criminal investigation and/or prosecution. Otherwise, Recordings that are subject to this Policy are the property of the University and may not be released to external entities without the approval of the Chief of Police, the Vice President for Marketing and Communications, and the Office of General Counsel.

6. Process and Approval

Departments desiring to install Video Surveillance Devices must first seek approval by the Chief of Police. If approved, all such installations must comply with this Policy.



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e. Such reports will be in-
st the assistance of other
university departments and/or law enforcement agencies if the University determines, in the
University's sole discretion, that the involvement of other university departments and/or law enforce-
ment agencies is necessary and appropriate.

Video Surveillance Devices (or the use thereof) found to be in violation of this Policy may be removed
and/or confiscated under authority of the Chief of Police, and the cost of such removal and/or confis-
cation will be billed to the violating department. Furman employees found to have violated this Policy
are subject to discipline up to and including termination.

8. Exceptions

The Chief of Police or the appropriate member of the SAT may authorize variances from, or exceptions
to, this Policy that are consistent with applicable federal, state, and local law, applicable University poli-
cies, and the University's efforts to foster campus safety.

Inclement Weather

Decision-making process and notification

The Vice President for Academic Affairs and Provost is responsible for decisions to cancel, delay, or
modify class schedules due to inclement weather. They rely on the University Police and the National
Weather Service for information on weather and road conditions affecting the campus. Scheduled can-
cellations or modifications due to inclement weather are typically made by 10:00 p.m. on the preced-
ing day, or no later than 6:00 a.m. on the day the inclement weather is expected. During inclement
weather, common sense safety precautions should be taken - if you are unable to safely travel to or
across campus, then please stay put. If the decision is made to cancel, delay, or otherwise modify class
schedules due to inclement weather, the University will use the following means to communicate with
students, faculty, and staff:



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Delay in starting classes and reporting for work

If a decision is made to delay classes, the announcement will indicate a specific time for the start of classes and reporting to work. These times will be based on one of the class starting times as outlined below. Students should go to the class that starts at the time the University has opened.

- Monday, Wednesday, and Friday - 8:30 a.m., 9:30 a.m., 10:30 a.m. or 11:30 a.m.
- Tuesday and Thursday - 8:30 a.m., 10:00 a.m., or 11:30 a.m.
- Decisions about evening classes are made separate from day classes.


Campus activities

If inclement weather affecting road conditions occurs during the weekday afternoon or on a weekend, individuals will be advised to contact sponsors of various campus events and activities for information regarding delays or cancellations.

Special work requirements

Some areas on campus (i.e. University Police, Student Health Center, Trone Student Center, Dining Hall, Housing and Residence Life, Physical Activities Center, Library and Facilities Services) must continue to provide services. Each of these areas has developed staffing plans for inclement weather and should review their plan with all employees in their department at this time. During a campus closure due to inclement weather, employees should remain at home unless directed by their supervisor to report for work.

Peaceful Demonstrations and Protests

Furman University students and employees may engage in peaceful demonstrations and protests on university property, subject to the requirements set forth in this policy. This policy affirms the values 

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...employment, nor shall
ILRA or other applicable

labor laws.

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The [Use of University Space policy](#) provides overall guidance for the use of university space within the context of demonstrations and protests. In the event of any conflicts or inconsistencies between this Peaceful Demonstrations and Protests Policy and [Use of University Space policy](#), this Peaceful Demonstrations and Protests Policy will control with respect to the requirements and expectations set forth below.

I. Organizers

- a. Internal Registrants, as defined in the [Use of University Space policy](#), must be the designated organizer for any demonstration or protest.
- b. External individuals/parties are not allowed to participate in demonstrations or protests on university property. Should an external individual engage in this prohibited behavior, the university may take action that includes, but is not limited to, issuing a written warning, issuing a no trespass order, removal from campus, and/or pursuing any other legal remedies available to the university.
- c. Students, Recognized Student Organizations (“RSOs”), and employees must register any demonstration or protest with the Associate Vice President for Student Life and Dean of Students or designee (“DOS”) no later than seven (7) days prior to the event. Request submissions from faculty will include consultation with the Dean of the Faculty or designee; request submissions from staff include consultation with the Assistant Vice President of Human Resources or designee. Registration of a demonstration or protest is a supportive measure to ensure compliance with institutional policy. As a neutral party, the DOS Office can help in coordinating logistics. Failure to submit a request within seven (7) days may result in the request being denied without consideration.
- d. University officials may make reasonable efforts to accommodate spontaneous or impromptu demonstrations or protests, including counter-demonstrations, in proper consultation with campus partners.



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III. Types of Demonstration

- a. Picketing, marching, distributing literature, silent or symbolic protests (e.g., holding signs, standing, etc.) or short and spontaneous verbal reactions to a speaker are acceptable forms of protest and dissent, if they do not result in the disruption of daily institutional activity or disorderly conduct outlined in the [Use of University Space policy](#).
- b. Encampments and barricades are prohibited in connection with demonstrations and protests on university property. Encampments refer to the setting up of temporary shelters, tents, or similar structures for prolonged stay, while barricades include any human or physical obstructions intended to restrict or block access to campus buildings, roads, or facilities.
- c. The unauthorized occupation of any campus building in connection with demonstrations and protests is strictly prohibited.

IV. Means of Expression

- a. Organizers and associated participants speak only for themselves in public events and actions.
- b. No person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication.
- c. No person may follow another person or persist in requesting or demanding the attention of another person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication.
- d. Peaceful demonstrations and protests must not incite violence, harass individuals, or create a hostile environment. Riots or other destructive gatherings are not acceptable forms of protest and dissent. Such action may subject an individual being removed from an event, referral to campus disciplinary proceedings, or other legal action available to the university.

V. Time and Location



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not available for protests or peaceful demonstrations:

- i. Private offices, research laboratories or associated facilities, and academic study centers.
 - ii. Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing university policy such as educational records, student-related or personnel-related records, or financial records.
 - iii. Classrooms, art and music practice rooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which classes, meetings, or events are being held or are scheduled to be held.
 - iv. Outdoor and indoor locations when the free flow of traffic, both vehicular and pedestrian, is unreasonably impeded; when entrances or exits to private offices, classrooms, and meeting spaces are blocked; when undue health and safety risks are created; or when quiet hours of the university's residential areas would be disturbed.
 - v. Earle Student Health Center, Trone Center for Mental Fitness, Furman University Police Department, and surrounding green space or grounds (including, but not limited to, sidewalks, access roads, parking areas, etc.), communication systems, utilities, or other facilities or services vital to the continued functioning of the university.
- d. Vigils, forums, celebrations, or other unique events that, by their nature, primarily benefit the University community and under no reasonable set of circumstances could meet the 14-day requirement may be granted the Use of University Space provided that such events receive expedited review by the Vice President for Student Life or designee (for an event that primarily benefits students) or by the Vice President for Academic Affairs and Provost or designee, in consultation with appropriate University officials (for all other events). The expedited review process is only available to Internal Registrants.
- e. The University strongly encourages its Internal Registrants to pursue an expedited review in order to ensure a safe and successful event. However, the University supports and acknowledges that sometimes spontaneous or impromptu events by individuals employed by or enrolled at the



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subject to all applicable
policies of this policy,

actions are referred to as

counter demonstrations.

- b. Counter demonstrators may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
- c. Counter demonstrators are expected to acquire advance permission for the use of items such as banners, exhibits, and amplified sound for use in authorized locations. Use of signs, distribution of literature, and public assembly without amplified sound, may be used in any location authorized in this policy without advance permission or reservation. The DOS or designee will, where feasible, expedite approval of available temporary banner spaces, available temporary outdoor exhibit spaces, and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.

VII. Enforcement

- a. Police Protection
 - i. Furman University Police Department may provide security for protests, demonstrations, and counter demonstrations, and prevent disruptions to campus operations.
- b. Response to Violations
 - i. A designated Student Life administrator and a Furman University Police officer are authorized to prevent or end any threatened, imminent, or ongoing violation of this policy
 - 1. Such authorized personnel may deescalate by explanation and persuasion, by arrest (in cases of violation of law), or by any other lawful measures. Discretion will be exercised without regard to the viewpoint of any protest or demonstration.
 - ii. A student or student group who violates a prohibition in this policy may be disciplined under the procedures established in the Student Handbook.
 - iii. A faculty member who violates a prohibition in this policy may be disciplined under applicable procedures provided by other institutional policies. If no such procedures exist, violations by faculty members will be referred to the Vice President for Academic Affairs and Provost for resolution.



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nizations](#)

the campus community,
as well as the need to provide a visually pleasing and organized setting for the campus community to re-
ceive such communication.

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Only enrolled students, registered student organizations and campus departments may post signs, banners, or other forms of publicity to communicate their activities (including but not limited to flags) on campus. All items to be posted **must** have the name of the individual student or registered student organization and/or department **clearly identified as the sponsor** or the words “sponsored by (name of organization)” on each item. Chalking is only allowed to advertise specific events, can only occur one week prior to the event, and must be removed the day after the event.

The University retains the right to deny posting of any materials on campus. Questions about any part of this policy should be referred to the Office of Student Life. This policy applies in addition to Housing and Residence Life policies regarding windows.

The following guidelines are intended to outline the procedures by which such organizations and individuals can display and promote campus-related events and programs.

1. Promotion of illegal drugs or any other illegal activities in text, graphic or any other form is prohibited. Promotion of alcohol is prohibited except when previously approved by the Dean of Students Office.
2. Individuals or groups found damaging or tampering with another group’s publicity prior to an event’s occurrence, for any reason, unless otherwise instructed to remove the publicity, will potentially lose the privilege of posting publicity through that medium in the future and may be addressed through the appropriate University disciplinary process.
3. Materials should not overlap or conceal other items. Persons who post are asked to be considerate of others who have posted. Posting is on a first-come, first-served basis, and is dependent upon space limitations.
4. Signs may be posted on bulletin boards in any academic building. Signs posted elsewhere in academic buildings will be removed.



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ization per event may be
ent Center for posting on

8. Signs or flyers posted in campus housing must be approved by Housing and Residence Life who will distribute the flyers.

9. Signs or flyers promoting events on campus must contain information substantially similar to the following: *Furman University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing an accommodation due to a disability or have questions about the physical access provided, please contact [name and email address of sponsoring department contact person] as soon as possible.*

10. All signs and chalking should be removed by the originating party within 24 hours after the event has concluded.

11. Posting of signs or banners in the dining hall is available at the banner area and the bulletin boards at the entrance of the dining hall. Banners must be approved, hung, and removed at the manager's discretion. Additional regulations include the following:

- No on-table promotions are allowed in any Dining Services operation except for Dining Services events.
- Informational flyers may be posted on the bulletin boards located at the entrances to the dining hall.
- Banners may not be any longer than floor level of the dining hall mezzanine.
- Banners may not be hung on railings.
- All banners must be dated, indicating the day the banner is hung. Banners will be removed after 7 days. If an individual and/or group wishes to keep the banner, it is the responsibility of the individual and/or group to return to the Dining Hall within the 7-day time period to take down the banner. Writing "do not move" on the banner does not grant the banner permanent residence.
- Dining Services is not responsible for hanging banners or deciding which banners are hung in which spot.
- Dining Services is not responsible for any lost or stolen banners.




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As the University's engaged learning programs have grown, so have off-campus activities supporting these programs. As described in File 367.1 of the University Policies and Procedures, insurance coverage is in place for programs that take place on or off campus. Risks involved with off-campus programs are greater and more difficult to control, and additional precautions are needed to best protect the University, its students, faculty, and staff. Program directors are responsible for assessing the risks involved with the management of their off-campus programs and for collecting and maintaining files of Consent, General Release, and Indemnity Agreements according to the following guidelines. Risk Management and off-campus programs are described in File 367.5 of the University Policies and Procedures.

1. Consent, General Release, and Indemnity Agreements are not required for faculty and staff travel. Furman employees are covered by insurance and this coverage includes General Liability, Foreign Liability, Excess Liability, and Workers' Compensation insurance.
2. Consent, General Release, and Indemnity Agreements are required any time a student leaves campus as part of some Furman-related course, organization, or activity. This includes, but is not limited to, internships, off-campus research, courses involved in service learning, and class field trips. In addition, this applies to activities that are not officially sponsored by the University if the off-campus activity or event is directed by or required by a University official/employee.
3. Signatory Requirements:
 - Consent, General Requirement, and Indemnity Agreements for students traveling to other countries, and all students under the age of 18 will require the signatures of parents or guardians.
 - Consent, General Release, and Indemnity Agreements for students 18 and older who are traveling within the United States will require the signature of the student traveler only.
4. Courses or programs that require students to leave campus several times during the term for field trips or similar activities may fulfill this requirement by securing one release at the beginning of 

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Sexual Misconduct Policy

Furman's Sexual Misconduct Policy can be found [here](#).

Tailgating at Major Athletic Events

Furman University provides the opportunity for tailgating at approved venues on the Furman campus for football and other major athletic events. University Athletics, on consultation with University Police, is responsible for designating activities as a major athletic event. The requirements established for tailgating are intended to ensure a safe and enjoyable environment for students, alumni and guests.

Tailgating is permitted for alumni and campus guests (Non-Student Tailgaters) in the athletic event parking lots adjacent to an individual's parking space as designated by the Athletics Department and/or Furman Police Department. Tailgating that is not adjacent to a parking space must be reserved by registering 14 days in advance with the [Athletics Department](#).

Non-Student Tailgaters will be permitted to set-up no more than four (4) hours prior to the start of the athletic event. Tailgating ends at the start of the athletic event. The tailgate area must be cleaned up, all belongings removed (i.e. furniture) and Furman-provided tents lowered no later than two (2) hours after the conclusion of the athletic event. Rented tables and chairs may be left for Facilities Services to collect.

Open alcohol containers are only permitted for Non-Student Tailgaters who are 21 and older in the area adjacent to an individual's parking space as set out above. Students may only consume alcohol in the designated location for student tailgating (see [Student Tailgates](#)).



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- **ACTIVITIES/games** that encourage binge drinking
- **Public drunkenness**
- Throwing beer cans or other items
- Intentional disruption of other tailgating areas
- Inappropriate language, aggressive behavior or other misconduct that is disruptive to the Furman community

Other Rules:

- Staking tents is prohibited. Tents may be held down with sandbags or weights. Shallow sprinkler, electric and natural gas lines run under all tailgating areas.
- Electrical extension cords may not be run across sidewalks or roads.
- Charcoal grills are prohibited. Gas grills are permitted and a fire extinguisher is required.
- Tables, chairs, and tents may not be removed from other tailgate spots.
- Trash must be placed in the provided trash bins or bagged and left next to the trash bins.

Music

All individuals are expected to be good neighbors. Individuals who feel their neighbor's music is too loud and/or offensive are encouraged to talk with their neighbors about the disturbance and/or contact the Furman Police if the disturbance fails to cease. Individuals are expected to comply with reasonable requests.

Catering

Catering is available (not required) through Furman Catering. Click [here](#) to order online. Orders must be received by 2:00 p.m. at least three (3) business days before the athletic event.

Enforcement



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1. Use of University Space

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Robust engagement with all topics that affect society and the human condition allows Furman University to effectively develop students for citizenship, intellectual curiosity, and lifelong learning in the tradition of a liberal arts education. Accordingly, the University has adopted this policy and its focus on the timing, location, and logistics of Events to allow for broad access to University Space. However, the University reserves the absolute right as a private landowner to refuse any request for the use of its space that—in the University’s sole discretion—is either inconsistent with the mission, character, and values of the University, or that may present potential or actual adverse logistic or administrative conditions including, but not limited to, any safety or security concerns. The right of refusal for the use of University Space includes the cancellation of an Event. Note that this policy is not intended to nor should it conflict with the academic freedom of Furman’s faculty.

2. Definitions

An **Event** is broadly defined and interpreted by the University as any planned gathering of individuals or groups, including, but not limited to, performances, forums, rallies, dances, speakers, conferences, concerts, lectures, social functions, celebrations, protests, and other presentations.

The following activities are expressly excluded from the definition of an Event for the purposes of this policy:

- a. Academic courses offered by the University;
- b. Individual or group academic study sessions;
- c. Meetings of the Board of Trustees of the University;
- d. NCAA-sanctioned athletic events;
- e. Faculty meetings;



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ucted as part of

University business operations.

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Notwithstanding the aforementioned, the University reserves the right to determine whether an activity on campus is an Event for the purposes of this policy.

An **External Registrant** includes any unrecognized student organization(s) as well as any person(s) not currently enrolled at or employed by the University who:

1. requests to use University Space;
2. is primarily responsible for planning, funding, and executing the Event; or
3. is so associated with the Event that a reasonable person would conclude the organization or person is primarily responsible for it.

A **Facility Operator** is a University employee who has primary decision-making responsibility for a University Space and includes, but is not limited to, staff in Athletics Spiritual Life, Conference & Event Services, McAlister Auditorium, Trone Student Center, Campus Recreation and Wellness, Housing and Residence Life, and Registrar.

An **Internal Registrant** includes any Recognized Student Organization(s) as well as any person(s) currently enrolled at or employed by the University who:

1. requests to use University Space;
2. is primarily responsible for planning, funding, and executing the Event; and
3. is so associated with the Event that a reasonable person would conclude the organization or person is primarily responsible for it.

The **Space Usage Committee** is a committee composed of Facility Operators, the Chief of University Police, the University Risk Manager, and one faculty member from the University's Cultural Life Programs Committee or their designees.



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to all events. Failure to
t consideration.

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To request space in the Physical Activity Center (PAC) or challenge course, contact Campus Recreation & Wellness at 864-294-2414. To request space in Daniel Chapel, contact the Office of Spiritual Life at 864-294-2133

To request McAlister Auditorium contact via phone at 864-294-3516 or email mcalister@furman.edu. [Click here for more information about booking McAlister Auditorium.](#)

To request space in the Trone Student Center, Internal Registrants should contact Trone Student Center staff at trone@furman.edu. Guidelines for reserving the Trone Student Center are available on this [webpage](#). Internal Registrants may submit [Trone Student Center space requests](#) online.

Student housing common areas and outdoor residential space are available to University community members only. Residential students have priority for reserving and using common areas in the student housing areas. Campus community members are invited to submit a student housing common area reservation request via the [University's online administrative reservation system](#).

Internal Registrants may request academic space by contacting the Registrar at 864-294-2030 or using the [University's online administrative reservation system](#). External Registrants may not request academic space.

Weddings, summer camps/conferences, outdoor space, and all other requests, both internal and external, should be directed to Conference and Event Services at 864-294-2390. [Information about reserving Younts Conference Center and other campus venues is available here.](#)

4. Fees

All Registrants should contact the appropriate Facility Operator regarding applicable fees.

5. Insurance



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2. Events using outdoor spaces that also include amplified sound, facilities assistance (e.g. tables, chairs, trash cans, tents, power), traffic and parking assistance (e.g. road closures, clearing lots, directing traffic), art exhibitions, athletic competitions not sanctioned by the NCAA, runs/walks, or carnival rides;
3. Events open to the general public that, based on the expected number of attendees or otherwise, may congest free movement around campus, become targets for increased criminal activity, become newsworthy, or otherwise require additional logistical support from campus staff;
4. Events that require contracts for talent such as speakers, musical performances, etc. (Internal Registrants may not sign talent contracts. Students should refer contractual matters to the Office of Student Involvement. All others Internal Registrants should refer to the policy 370.5 “Contract Approval and Signature Authority,” which can be found [here]);
5. Events that include showing a film or other copyrighted material on campus;
6. Events with no prior history on campus and no equivalent comparison;
7. Events that were previously disruptive to campus; and
8. Events that include minors (Furman undergraduate students who are under the age of 18 are not considered minors for the purpose of this policy).

If a space request may require additional consideration by the University, the Facility Operator can consult the University’s Risk Manager. At the Risk Manager’s discretion, the request may be forwarded to the Space Usage Committee for approval.

Alternatively, the Risk Manager may send the request back to the Facility Operator for approval.

7. Space Usage Committee

The Space Usage Committee meets as needed to consider space requests. Pending requests may be deferred for any length of time or for any reason. The committee is chaired by the University’s Risk Manager and may meet in person, by phone, or electronically. All decisions of the committee are made



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coming/Reunion, orientation, religious observances of

-wide events as well as religious observances can be found on the University calendar, which is located [here](#).

b. The time, location, and other logistical matters of an Event must not disrupt or otherwise interfere with the operation of the University.

c. Internal and External Registrants bear responsibility for ensuring that the Event is accessible to individuals with disabilities, including but not limited to provision of interpreters, subtitles, Braille, or other reasonable accommodations.

d. Internal and External Registrants must demonstrate the ability to pay for all costs associated with the Event at the time of the space request.

e. University Police, with input from others on the Space Usage Committee, will determine the need amount, and placement of security. If a protest or counter-protest is expected, an appropriate location must be identified by the University to allow for dissent. Internal and External Registrants are responsible for all security costs, including but not limited to costs for expected protests or counter-protests. Additionally, the University must be able to obtain the necessary security in time for the Event.

f. Internal Registrants may not serve as a front for External Registrants. External Registrants may cooperate with Internal Registrants in hosting an Event, but the Internal Registrant remains fully responsible for the conduct of the External Registrant.

g. Recognized Student Organizations must demonstrate the Event is consistent with the purposes of the organization.

h. Events registered by students must not violate the Code of Conduct. Requests that the Space Usage Committee reasonably believes will violate the Code of Conduct will be denied.


i. Events that would raise alarm on campus must have a plan that the Space Usage Committee deems appropriate for providing notice to the community prior to the Event (e.g. firing of a weapon, the setting of a fire, the use of sirens, the use of bullhorns, etc.).



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or other appropriate
Events comply with this

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1. Any Internal Registrant who uses University Space for an Event without prior approval may have that Event relocated or canceled if the University learns of the violation prior to or during the Event. If the University learns of an Internal Registrant's violation after the Event, the University may take action that includes, but is not limited to, issuing a written warning, suspending privileges to use University Space for a period of time, referral to campus disciplinary processes, or pursuing any other legal remedies available to the University.
2. Any External Registrant who uses University Space for an Event without prior approval may have that Event canceled if the University learns of the violation prior to or during the Event. If the University learns of an External Registrant's violation after the Event, the University may take action that includes, but is not limited to, issuing a written warning, permanently suspending privileges to use University Space, issuing a no trespass order, or pursuing any other legal remedies available to the University.
3. Internal and External Registrants are responsible for guaranteeing that the Event's execution is consistent with the space request that was approved. Violations may include deviating from the space request in the marketing or orchestration of an Event, violating the Code of Conduct, producing an Event of such a low production and execution quality as to cast doubt on its merit, and insufficiently communicating with the University regarding change of location, time, or Event cancellation. If the University determines an Internal Registrant did not execute an Event consistent with the registrant's space request, it may take action that includes, but is not limited to, issuing a written warning, suspending privileges to use University Space for a period of time, referral to campus disciplinary processes, or pursuing any other legal remedies available to the University. If the University determines an External Registrant did not execute an Event consistent with the Registrant's space request, the University may take action that includes, but is not limited to, issuing a written warning, permanently suspending privileges to use University Space, issuing a no trespass order, or pursuing any other legal remedies available to the University.
4. Internal and External Registrants are responsible for managing the activity within the event space  they reserve and cleaning the space upon completion of an Event. Damage to property including,

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Committee will review
ever action it determines

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9. **Impromptu or Spontaneous Events**

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Vigils, forums, celebrations, or other unique Events that, by their nature, primarily benefit the University community and under no reasonable set of circumstances could meet the 14-day requirement may be granted the use of University Space provided that such Events receive expedited review by the Vice President for Student Life (for an Event that primarily benefits the University's students) or by the Vice President for Academic Affairs and Provost, in consultation with appropriate University officials, (for all other Events). The expedited review process is only available to Internal Registrants.

The University strongly encourages its Internal Registrants to pursue an expedited review in order to insure a safe and successful Event. However, the University supports and acknowledges that sometimes spontaneous or impromptu Events by individuals employed by or enrolled at the institution are pivotal to achieve the principles of a liberal arts education. Prior to terminating a spontaneous or impromptu Event by individuals employed by or enrolled at the institution, the University will review whether relocation to another space on campus is appropriate. This same courtesy is not extended to any organization or person who would be considered an External Registrant under this policy. The following University Space is not available for spontaneous or impromptu Events:

1. Private offices, research laboratories or associated facilities, and computer centers.
2. Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing University policy such as educational records, student-related or personnel-related records, or financial records.
3. Classrooms, art and music practice rooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which classes, meetings, or Events are being held or are scheduled to be held.
4. Outdoor and indoor locations when the free flow of traffic, both vehicular and pedestrian, is unreasonably impeded; when entrances or exits to private offices, classrooms, and meeting spaces



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10. **Disorderly Conduct Related to Events**

All Events must comply with all applicable laws, ordinances, rules, and regulations of any federal, state, or local government or administrative agency. Additionally, all Events must strictly comply with all applicable University policies and procedures.

Conduct that obstructs or disrupts teaching, administration, University procedures and activities, or other authorized activities on University premises, including but not limited to Events hosted by Internal or External Registrants is prohibited.

Additionally, conduct that impedes the rights of an Event's attendees-including, but not limited to, excessive noise, continually interrupting a speaker, preventing an audience from seeing/engaging with a speaker during an Event, blocking entrances or exits, or impeding free movement-is prohibited.

Finally, use of masks or costumes that obscure identity, brandishing of weapons or items that could reasonably be believed to be weapons, words and actions that may incite violence, physical altercations, and any other act a reasonable person would believe is designed to intimidate or threaten participation in an Event is prohibited. Masks, costumes, and stage weapons used by cast members during a Furman-approved theatrical production are exempted.

Disorderly conduct as outlined in this policy during an approved Event may subject an individual to removal, referral to campus disciplinary proceedings, or other legal action available to the University.

11. **Non-Event Use of University Space**

a. Solicitation

Whether internal or external, solicitation is not allowed on campus without prior written approval. Solicitation includes, but is not limited to, approaching someone with a request or plea, as well as set-



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ous body are not considered beneficial. However, if the Event is open to anyone or the religious group will invite guests from the University or local community, the Event must receive prior written approval from the Chaplaincy.

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b. University Images, Symbols, & Logos

Taking photographs or videos of the University campus (whether internal or external) is permitted for personal use only. All commercial and political uses of such images are prohibited without the prior approval of University Communications. Similarly, use of unmanned aerial vehicles or drones while on University property is prohibited without prior approval. The logo and name of the University are registered trademarks and cannot be used without permission from the University.


The University recognizes the need for registered student groups and other University sanctioned organizations and individuals to be allowed creative freedom to communicate their activities, services, and ideas to the campus community. It is also considered important for said groups to use Furman University symbols and logos appropriately. Information on the display and/or use of University symbols and/or logos may be accessed [here](#)

c. Visiting Campus

The University welcomes the public to visit its campus. Under no circumstances will the University be liable for any loss or damage to visitors' property.

Vulnerable Persons on Campus Policy

I. Introduction

Subject to other policies, procedures and protocols, Furman University (“Furman” or the “University”) operates a variety of programs and activities that are specifically designed for Vulnerable Persons (as defined in Section III below) or in which Vulnerable Persons participate. The University also makes  facilities available to external groups that conduct programs designed for Vulnerable Persons or in

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Mandatory reporting procedures in cases of abuse or neglect, suspected abuse or neglect, and situations involving inappropriate activity with a Vulnerable Person; and

Sanctions for violations of this Policy.

All Covered Programs (as defined in Section III below) must be operated in accordance with South Carolina state laws, and all individuals are expected to understand such laws and ensure that they do not violate them. It is also the responsibility of each person to ensure that the University does not, through such person's actions, violate applicable laws.

By operating a Covered Program, External Sponsors assume all responsibility for the supervision of Vulnerable Persons; compliance with laws, regulations, codes, and/or ordinances applicable to Covered Programs; and compliance with this Policy. By permitting an External Sponsor to operate a Covered Program on or in University Facilities, the University does not assume (1) responsibility for the supervision of Vulnerable Persons, (2) responsibility for the conduct of Vulnerable Persons, or (3) any liability arising out of and/or related to the operation of such Covered Programs.

II. Applicability

Individuals and entities covered by this Policy include, but are not limited to:

- All University departments, units, and registered student organizations.
- All University community members, including but not limited to:
 - Faculty;
 - Staff;
 - Administration;
 - Students; and
 - Volunteers.



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Persons who may have incidents
Persons in a Covered

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III. Definitions

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- A. **“Background Screening”** means (1) a search for sex-related offenses in an individual’s counties of residence for the past seven years; (2) a search of the state registry of sex offenders; and (3) a search for criminal activity in the individual’s states of residence for the past seven years.
- B. **“Care, Custody, or Control”** means an Internal or External Sponsor’s intentional decision to assume primary responsibility for supervision of Vulnerable Persons at any point throughout an activity or event designed for Vulnerable Persons or in which Vulnerable Persons participate. By way of example, an Internal or External Sponsor does not, in general, assume Care, Custody, or Control of Vulnerable Persons at events open to the public, K-12 school field trips led and accompanied by teachers, and other events or activities where parents, legal guardians, or other chaperones or adults not affiliated with the University are expected to accompany Vulnerable Persons. (In such cases, such adults must supervise the Vulnerable Persons and are prohibited from leaving the Vulnerable Persons unsupervised on or in University Facilities. Similarly, employees or alumni that bring their children or other Vulnerable Persons to campus for any reason other than participation in a Covered Program (e.g., short-term and informal reasons such as job shadowing or temporary child care necessitated by reasons beyond the employee’s control) must supervise them and are prohibited from leaving them unsupervised on or in University Facilities.)
- C. **“Covered Program”** means any event or activity (1) operated, conducted, or organized by an (i) Internal Sponsor, regardless of the location of the event or activity, or (ii) an External Sponsor using University Facilities; (2) in which Vulnerable Persons participate; and (3) during which the Internal or External Sponsor assumes Care, Custody, or Control of Vulnerable Persons. This definition **excludes**:

University admissions-related activities for prospective students, regardless of the campus department or unit that is organizing the activity, including visits by prospective students and student athletes; and



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...covered Program under this
...ss of the University
...pplicable requirements of

External Sponsors under this Policy.


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- E. “**Internal Sponsor**” means the University academic or administrative unit or registered student organization operating the Covered Program.
 - F. “**Program Administrator**” means the person the Internal or External Sponsor has designated as responsible for the day-to-day decision-making and supervision of the Covered Program and Program Staff.
 - G. “**Program Staff**” means an individual aged 18 and older, paid or unpaid, who may routinely interact with, supervise, chaperone, be responsible for, or otherwise oversee Vulnerable Persons in a Covered Program. Covered Programs may not be staffed by individuals under the age of 18.
 - H. “**Recurring Covered Program**” means a Covered Program operated, conducted, or organized by an Internal Sponsor that occurs more than once per calendar year.
 - I. “**University Facilities**” means property owned or leased by the University.
 - J. “**Vulnerable Person**” means any person (1) under the age of 18 who is not enrolled, or has not been accepted for enrollment, at the University as a full-time student; or (2) who is 18 years or older who has a physical or mental condition that substantially impairs such person from adequately providing for their own care or protection who is not enrolled, or has not been accepted for enrollment, at the University as a full-time student.

IV. Policy Details

A. Operational Requirements for Covered Programs

1. Approval

1. Internal Sponsors

1. Internal Sponsors desiring to operate a Covered Program must obtain approval from the Vice President (or that Vice President’s designee) with authority over the Internal 

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h this Policy and maintain
Office of Risk Management.

Office of Risk Management and/or by contract, External Sponsors must obtain and maintain, at their sole cost and expense, the policies and minimum limits listed in this Section IV(A)(1)(b).

At the time of registration of the Covered Program, the External Sponsor must provide to the University's **Office of Risk Management** a certificate of insurance evidencing the policies and minimum limits listed in this Section IV(A)(1)(b) and naming the University as an additional insured.

1. General Liability - \$1,000,000 per occurrence; \$2,000,000 aggregate; and
2. Sexual Harassment/Abuse - \$1,000,000 per occurrence; \$2,000,000 aggregate.

2. Registration

1. Initial Registration of Covered Programs

1. Following approval under Section IV(A)(1) above, Internal and External Sponsors must register all Covered Programs with the University's **Office of Risk Management** at least 30 days in advance of the start of the Covered Program. For purposes of compliance with this Policy, a Covered Program is not registered until the Internal or External Sponsor receives written confirmation of registration from the University's **Office of Risk Management**. The Program Administrator is responsible for registering the Covered Program.

2. Recurring Covered Programs - Internal Sponsors Only

1. All Internal Sponsors must complete an initial registration of Recurring Covered Programs. (For the avoidance of doubt, this requirement applies to Recurring Covered Programs in operation prior to the University's adoption of this Policy.)
2. Before December 31 of each calendar year, Internal Sponsors must notify the University's **Office of Risk Management** via e-mail, copying the appropriate Vice President or the Vice President's designee identified in Section IV(A)(1)(a), that it is renewing its Recurring Covered Program.

3. Background Screening



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ing with Human Resources
nt; and (2) the costs of all
ent to the initial

Background Screening of new hires. External Sponsors may also use a third-party vendor to complete the Background Screening requirement.

2. University Students

1. All University students serving as Program Administrators and Program Staff must have successfully completed a Background Screening no more than three years before the start of a Covered Program to qualify to serve in their respective roles.
2. The Internal or External Sponsor is responsible for (1) coordinating with Human Resources to ensure compliance with the Background Screening requirement; and (2) the costs of all Background Screenings required by this Policy. External Sponsors may also use a third-party vendor to complete the Background Screening requirement.

3. All Other Third Parties

1. All other third parties (i.e., a person not employed by, or a student of, the University) serving as Program Administrators and/or Program Staff in a Covered Program must successfully complete a Background Screening no more than 180 days prior to the start of the Covered Program. For the avoidance of doubt, employees of on-campus vendors are third parties for purposes of this Section IV(A)(3)(c)(i).
2. At least 14 days before the start of the Covered Program, the External Sponsor must certify to the University in writing that it performed a Background Screening of all third-party Program Administrators and Program Staff no more than 180 days prior to the start of the Covered Program, and that the results of the Background Screening do not bear adversely on the Program Administrators' and/or Program Staff's ability to provide for the safety and well-being of Vulnerable Persons. Without limiting the generality of the foregoing, individuals that have been charged with, or convicted of, sexual offenses, crimes of violence, or other crimes against Vulnerable Persons may not serve as Program Administrators or Program Staff.

4. Training



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require first aid and CPR
submitted at the time of
(2).

- c. The University provides training required by this Policy to its employees according to the following schedule:
- For Title IX Coordinators and members of the Furman University Police Department, within 30 days of hire and biennially thereafter;
 - For all other employees, within 6 months of the date of hire and biennially thereafter; and
 - For new members to the Board of Trustees, within 6 months of joining the Board of Trustees.
- d. Internal and External Sponsors must ensure that all Program Administrators and/or Program Staff have received the training required by this Section IV(A)(4) no more than one year before the start of a Covered Program. Internal and External Sponsors may request from the University's **Office of Risk Management** a link to a training module that meets the above requirements. External Sponsors may develop their own training program so long as it includes, at a minimum, the above requirements.
- e. At least 30 days before the start of the Covered Program, Internal and External Sponsor must certify to the University in writing that all Program Administrators and Program Staff have met the above training requirements.

5. Assumption of Risk and Release of Liability Forms

- Internal and External Sponsors must obtain a signed Assumption of Risk and Release of Liability Form from a parent or legal guardian of Vulnerable Persons participating in Covered Programs. Internal and External Sponsors may obtain this form from the University's **Office of Risk Management**.
- On or before the second day of the Covered Program, Internal and External Sponsors must deliver signed copies of the Assumption of Risk and Release of Liability Form to the University's **Office of Risk Management**.

6. Supervision of Vulnerable Persons



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use set forth in this
, in its sole discretion,
r's staffing plan.

2. **Accounting for Vulnerable Persons.** Internal and External Sponsors must establish a procedure for checking Vulnerable Persons in and out of the Covered Program. Internal and External Sponsors are responsible for ensuring Vulnerable Persons leave the Covered Program only with their parent(s), legal guardian(s), or someone authorized in writing by the same.
3. **Overnight Supervision.** The following additional requirements apply to Covered Programs that include a residential component requiring overnight supervision:
 - a. Except in the case of an emergency, Program Administrators and Program Staff may not enter a Vulnerable Person's room, bathroom facility, or similar area unless accompanied by another Program Administrator or Program Staff.
 - b. Except in the case of a Program Administrator or Program Staff that is a Vulnerable Person's parent or legal guardian, Vulnerable Persons and Program Administrators and/or Program Staff may not share the same room.

For the avoidance of doubt, Vulnerable Persons unaffiliated with a Covered Program are prohibited from residing overnight in residence halls.

1. Use of the University Swimming Pool

1. The University does not guarantee that its swimming pool will be available for use in connection with a Covered Program. The University will not make the swimming pool available for use unless its Campus Recreation & Wellness department is able (through reasonable efforts) to staff the swimming pool with an appropriate number of lifeguards.
2. Program Administrators interested in reserving the University's swimming pool must contact the Campus Recreation & Wellness department. Internal and External Sponsors will be responsible for all costs associate with use of the University's swimming pool, including, but not limited to, the cost of staffing the swimming pool with an appropriate number of lifeguards. Internal and External Sponsors must ensure that (1) the parents or legal guardians of the Vulnerable Persons have granted permission for the Vulnerable Persons to use the University's swimming pool; (2) all Vulnerable Persons pass a swimming test before using the pool; and (3)

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nal or External Sponsor](#)


must comply with the University's [Driver Qualification and Vehicle Safety Policy](#).

Additionally, Internal and External Sponsors must ensure:

- a. The Internal or External Sponsor has received written approval from the University's [Office of Risk Management](#) to provide transportation;
- b. The Vulnerable Person's parent or legal guardian grants written permission for transportation of the Vulnerable Person; and
- c. At least two Program Staff and/or Program Administrators are present in the vehicle, unless at least three Vulnerable Persons will be in the vehicle at all times throughout the transportation.

2. **Exemption Requests.** Internal Sponsors may request partial or full exemptions from the requirements of this Section IV(A) if sources other than this Policy (e.g. state laws or regulations, an accrediting agency, or a contractual agreement) require the Covered Program to meet individual requirements of this Section IV(A). All such requests must be submitted in writing to the University's [Office of Risk Management](#) and explain the basis for the request. The University's [Office of Risk Management](#) may grant or deny the request, or, in the University's [Office of Risk Management](#)'s discretion, refer the request to the Space Usage Committee.

3. Conduct Requirements for Program Administrators and Program Staff

1. **Maintain Appropriate Boundaries.** When interacting with Vulnerable Persons in Covered Programs, Program Administrators and Program Staff must be particularly aware of, and maintain, appropriate physical and emotional boundaries. Program Administrators and Program Staff must not engage in any behavior - including speech, gestures, depictions, or physical contact - that exploits, abuses, or harasses Vulnerable Persons.
2. **Physical Contact.** A Vulnerable Person or bystander may misinterpret intentions when physical contact occurs between Program Administrators or Program Staff and a Vulnerable Person. Accordingly, physical contact must be rare, limited in nature, and should occur only 


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o, tickling, rough-housing,
tion, and any other form

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1. **Discipline.** Although at times, limit-setting with Vulnerable Persons may be necessary for safety reasons, Program Administrators and Program Staff are prohibited at all times from physically disciplining a Vulnerable Person. Similarly, speech, gestures, or other behaviors that are bullying, demeaning, belittling, hurtful, or meant to embarrass or that make gratuitous reference to the Vulnerable Person's physical development or appearance are prohibited.
2. **One-On-One Meetings.** One-on-one meetings with a Vulnerable Person should be avoided, but if necessary, must be held in a public area, in a room where the interaction can be (or is being) observed, or in a room with the door left open. Program Administrators and Program Staff must make a reasonable effort to have another Program Administrator or Program Staff present when meeting with a Vulnerable Person one-on-one. If a private, one-on-one meeting with a Vulnerable Person cannot otherwise be avoided, the Program Administrator should be notified about the meeting at the same time as the interaction or as soon as is reasonably practicable thereafter.

For activities that require private one-on-one meetings such as, but not limited to, tutoring, auditions, or lessons when the parent or guardian is not present, one-on-one meetings are permissible for the relevant portion of the activity so long as the Vulnerable Person's parent or guardian has been informed of the one-on-one nature of the instruction, has been given the option to be present, and has given written consent to the one-on-one nature of the activity.

1. **Drug and Alcohol Use; Other Prohibited Items.** When interacting with Vulnerable Persons, the possession and/or use of illegal drugs and the use of tobacco products or alcohol is prohibited. Program Administrators and Program Staff are prohibited from providing a Vulnerable Person with alcohol, drugs, tobacco products, inappropriate videos, pornography, or other such items.
2. **Gifts.** Program Administrators and Program Staff shall not accept gifts from, or give gifts to, Vulnerable Persons unless they are consistent with, and in furtherance of, the objectives of the Covered Program.
3. **Communicating with Vulnerable Persons.** Communication with Vulnerable Persons when they are not participating in the Covered Program is only allowed for the purpose of conducting University 


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may not photograph, film, or otherwise record a vulnerable person without the prior written consent of the Vulnerable Person's parent or legal guardian and may only be done for purposes consistent with the mission and objectives of the Covered Program.

2. **Behavior of Vulnerable Persons.** Program Administrators and Program Staff are to monitor the behavior of Vulnerable Persons to prevent interruptions to University business or instruction.

1. Reporting Abuse and Inappropriate Activity Involving Vulnerable Persons

1. **Reporting is Mandatory.** All persons must report any instances of abuse or neglect, suspected abuse or neglect, or any situations involving inappropriate activity with a Vulnerable Person, including violations or suspected violations of the conduct requirements set forth in Section IV(B) above, and including any instances involving the Vulnerable Person's parent, legal guardian, or custodian/caretaker.

 In addition to the requirements of this Section IV(C), all persons are required to report any instances of **Sexual Misconduct** (as that term is defined in the University's **Sexual Misconduct Policy**), or suspected **Sexual Misconduct**, involving Vulnerable Persons to the University's **Title IX Office**.

A. How to Report.

a. Abuse or Neglect

1. **Imminent Danger.** If the Vulnerable Person is in imminent danger (a threat to the Vulnerable Person's life) you must **immediately call the Furman University Police Department at extension 2111 (864-294- 2111)**. If you experience difficulty reaching dispatch using extension 2111 (864-294-2111), **hang up and dial 911 immediately**. As soon as possible after reporting the imminent danger to the Furman University Police Department, you must notify the University's **Office of Risk Management**.
2. **No Imminent Danger.** If the Vulnerable Person is not in imminent danger, you must report it as soon as possible to the Furman University Police Department at **extension 2111 (864-294-2111)** and notify the University's **Office of Risk Management**. Examples of conduct that must



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ect, or violations of the
ort such instances using

the Campus Conduct Hotline at **866-943-5787**.

4. Reporting to the Department of Social Services or Law Enforcement. Certain University employees (those identified in [S.C. Code § 63-7-310\(A\)](#)) are also required by state law to report to either the Department of Social Services (when the alleged perpetrator is the child's parent, guardian, or other person responsible for the child) or to local law enforcement in the county where the child resides or is found (when the alleged perpetrator is someone other than the child's parent, guardian, or other person responsible for the child) when, in their professional capacity, they receive information giving them reason to believe that a child has been or may be abused or neglected (as defined in [S.C. Code § 63-7-20](#)). All University employees are expected to know and abide by state laws applicable to child protection, including those set forth in Title 63 of the South Carolina Code; this subsection restates only a small portion of such laws.

b. Other Inappropriate Activity

1. Program Staff must report to the Program Administrator any inappropriate activity or suspected inappropriate activity, including violations or suspected violations of the conduct requirements set forth in Section IV(B) above. Program Administrators must then report the inappropriate activity or suspected inappropriate activity, including violations or suspected violations of the conduct requirements set forth in Section IV(B) above, to the University's **Office of Risk Management**.
2. Program Administrators and Program Staff may also report suspected inappropriate activity using the Campus Conduct Hotline at **866-943-5787**.
3. Program Administrators and Program Staff must report any conduct that may constitute a crime to the Furman University Police Department at **864-294-2111**.

c. Retaliation Prohibited. No person making a good faith report under this Section IV(C) will be retaliated against by the University in the terms and conditions of their employment or educational programs or activities.



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- a. Disciplinary action up to and including termination in the case of University employees;
- b. Disciplinary action under the student code of conduct in the case of University students;
- c. Loss of volunteer status in the case of volunteers;
- d. Trespass order barring the offending person from University Facilities;
- e. Suspension or termination of the use of University Facilities; and Criminal investigation and prosecution.

Whistleblower Policy

This Whistleblower Policy (this “**Policy**”) is effective as of May 20, 2019 and applies to all Employees (as such term is defined herein) of Furman University, a nonprofit corporation organized under the laws of the State of South Carolina (the “**University**”).

I. Purpose

The University is committed to the highest possible standards of ethical, moral, and legal business conduct and to maintaining an environment in which Employees can report Misconduct without fear of retaliation. In connection with this commitment to integrity and open communication, this Policy aims (1) to provide a means by which Employees may raise concerns regarding unethical conduct, violations of the University’s policies, or illegal practices (including but not limited to questionable accounting or the reporting of fraudulent financial information), (2) to facilitate cooperation in any official inquiry or investigation by any court, agency, or other law enforcement or governmental body, and (3) to reassure Employees that they will be protected from harassment, discrimination, reprisals, or victimization for reporting such concerns.

II. Definitions



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ration of personal benefit

is true; provided, however,

d Faith. Good Faith is

lacking when a report made under this Policy is known to be malicious, reckless, or false.

4. The term “**Misconduct**” includes (i) any violation of any of the University’s policies, (ii) any violation of any federal, state, or local laws, regulations, or ordinances, or (iii) any unethical behavior or practice (including but not limited to questionable accounting or the reporting of fraudulent financial information).

III. Policies and Procedures

1. **Official Investigations.** The University encourages its Employees to provide truthful information in official inquiries or investigations.
2. **Reporting Misconduct.** The University encourages its Employees to raise Good Faith concerns about suspected Misconduct by the University itself, by its Employees, or by others on its behalf.
 1. **Purpose.** This Policy is intended to be used for serious and sensitive issues that cannot be addressed by another University policy. Ordinarily, reports of Misconduct should be made under the University’s grievance procedures. If an Employee believes that those procedures have not adequately addressed a concern or believes that the grievance procedures are unable to address a concern, the individual may follow the procedures set forth in this [Section III.2](#).
 2. **Reporting Options.** Complainants may report concerns relating to Misconduct in of the following ways:
 1. By contacting the Complainant’s supervisor; or
 2. In the event the Complainant is not comfortable sending a report to his or her supervisor, by contacting the University’s Vice President for Finance and Administration (the “**VP**”) or the confidential and anonymous Campus Conduct Hotline (866-943-5787).
 3. Reports should describe in detail the specific facts demonstrating the basis for the belief that Misconduct has occurred.



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termination will depend on
greed action without the
dependent investigation

of the report may be undertaken. All Employees have a duty to cooperate in any investigation made under this Policy. Any Employee who may be implicated in the report shall not participate in any deliberation or investigation regarding the report, except, where appropriate, to present information on his or her own behalf. The VP shall determine the appropriate action to be taken following the investigation.

- 4. Report to Complainant.** When practicable and appropriate under the circumstances, Complainants will be given the opportunity to receive follow-up on their reports, including but not limited to an acknowledgment that the report was received, an indication of how the matter will be dealt with (including but not limited to whether further investigations will follow), and an estimate of the time that it will take for a final response.
- 5. Report to Audit Committee.** The VP will prepare and present at each meeting of the Audit Committee of the Board of Trustees a report regarding the reports received pursuant to this Policy and the actions taken by the University in response.
- 6. Retention of Records.** The University will maintain a record regarding the report and will retain it in accordance with its document retention and destruction protocols.

IV. Safeguards

- 1. Discrimination, Retaliation, or Harassment.** The University strictly prohibits any discrimination, retaliation, or harassment against any Employee who makes a report in Good Faith, participates in any investigation of a report under this Policy, or provides information in any official inquiry or investigation. Employees who believe they have been subjected to any discrimination, retaliation, or harassment for having submitted a report, for participating in an investigation relating to such a report, or for providing information in any official inquiry or investigation should immediately relay the concern through the channels provided in [Section III.2.2](#) of this Policy. Any complaint of such discrimination, retaliation, or harassment will be promptly and thoroughly investigated and, if substantiated, appropriate disciplinary action will be taken, up to and including termination.



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V. Modifications and Amendments

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The University may modify or amend this Policy from time to time as it may deem necessary and appropriate.



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