

Scope

Below are several policies authored in conjunction with Student Affairs and Human Resources and Development departments, and are commonly referred to by Facilities Management group for addressing related situations during regular Otis College activities and special events.

Serving and Consuming Alcohol on Campus

Except as otherwise provided in this policy, students are not allowed possession or consumption of alcohol while in any Otis facility or on the College grounds, including the off-site student housing program, nor are students allowed to possess or consume alcohol at official Otis-sponsored events off campus. Violators are subject to the provisions set forth in the Code of Conduct.

Alcohol is permitted on campus and at Otis-sponsored events off campus *only* in connection with special events sponsored by the Ben Maltz Gallery, Institutional Advancement, Human Resources & Development, the Provost's Office, and the Graduate Programs. At these special events, alcohol may be served only by a bonded bartender, and identification checks are required by the serving staff to ensure no individuals under 21 years of age are provided alcoholic beverages.

All students in attendance must abide by local, state, and federal regulations related to the possession and consumption of alcohol. California law prohibits the consumption of alcoholic beverages by persons under the age of 21. Underage drinking and public intoxication are unacceptable, and those who violate these standards will be subject to disciplinary action.

Weapons on Campus

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, plastic, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives (switchblade or belt buckle) with a blade of longer than two inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property are prohibited from being used as part of art projects, displays, installations, and presentations.

Artistic and ceremonial display or possession of a weapon may be permitted by filling out an Exhibition and Facilities Use Contract found online at <http://www.otis.edu/exhibition-facilities-use-contracts>.

Smoking on Campus

Smoking and/or consuming tobacco or any other tobacco-related products is prohibited inside all campus buildings, instructional areas (workshops, etc.), gallery and studio spaces, and within the parking structure.

For the purposes of this policy, tobacco-related products shall include all those containing either tobacco as an ingredient or any chemical derivatives and byproducts of tobacco (Le. nicotine). Tobacco-related products include cartridges for smokeless cigarettes, electronic cigarettes, hookahs, and portable vaporizers.

All outside smoking is being restricted to the following designated smoking areas:

- Covered smoking shelter located at the northwest corner of the main lawn.
- Uncovered smoking bench area located south of the main lawn by the parking structure.

Policy on Filming, Photography and Recording Devices On-Campus

Filming, photography and recording will be permitted on the Otis campus and other leased sites provided that such activity does not interfere with the educational, operational, and normal program functions of the college and does not pose a security or safety risk. When applicable, submitted third party proposals and *Exhibition and Facility Use Contract* forms will be used to review requests for filming, photography and use of other recording devices on campus.

Filming, photography and recording by students for non-commercial and educational purposes will be subject to *Artwork Installation/Presentation Guide* procedures and review of completed *Exhibition and Facility Use Contract* forms, where applicable.

External-Use Filming or Photography

External-use filming or photography for commercial or non-commercial purposes by private and commercial entities not affiliated with Otis and for which Otis will not own the copyright to the work created, requires a filed proposal to be approved by Institutional Advancement and Facilities Management oversight, with all relevant fees made payable to Institutional Advancement.

Internal-Use Filming or Photography

Internal-use filming or photography contracted by a Otis personnel or department for non-commercial purposes for which Otis owns artistic or creative control may be subject to oversight by Facilities Management unless done without interrupting normal business operations, does not require any special campus services (i.e., security, production set up, facilities assistance, etc.), and does not violate applicable fire and life safety codes.

Incidental, Non-commercial Filming, Photography and Other Recording Devices

No permit is required for the incidental filming or photography by Otis faculty and staff creating work to be used for non-commercial, educational, or administrative purposes provided such incidental filming, photography or recording can be done without interrupting campus programs, classes, activities, or normal business operations, does not require any special campus services (i.e., security, production set up, facilities assistance, etc.), and does not violate applicable fire and life safety codes.

In addition, no permit is required for the incidental, unobtrusive filming, photography or recording by visitors or tourists to Otis as long as such filming, photography or recording is not used for commercial purposes at any time without the express written permission of Institutional Advancement and Facilities Management. The use of recording devices without the express consent of those being recorded is prohibited.

Strictly Prohibited Filming, Photography and Recording

All filming, photography and recording within Otis College parking structures are prohibited. In addition, all photography, video, and audio recording will not be allowed in any of the following established private areas at any time:

- residence hall rooms, bathrooms, shower areas, locker and changing rooms
- areas where a reasonable person might change clothing including private offices
- rooms used for medical, physical, or mental therapy or treatment
- entrances, exits, lobbies, and hallways to on-campus counseling centers
- during the course of meetings with college administration, unless permission is granted

Notwithstanding the aforementioned, the college reserves the right to prohibit any filming, photography or recording on its premises or at any leased property, for any or no reason.

Presence of Animals on Campus

Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs) and pets as outlined in the Residence Life Handbook and solely related to students within the program and their guests, are not permitted on campus except as permitted by law.

No live animals, carcasses, or taxidermy will be permitted as part of artwork installations, displays, exhibitions, classroom instruction, or any non-academic presentation on College premises. Exceptions may be permitted by filling out an Exhibition and Facilities Use Contract found online at <http://www.otis.edu/exhibition-facilities-use-contracts>.