



Policy Source: Gwinnett Tech	Owner: Vice President of Human Resources	Effective: 2004
Division: Human Resources	Reviewed: 7/2004, 2/2010, 1/2016, 3/2019, 12/2020 Revised:	

#### **4.3.6 GT    Event Management – Attendance/Participation**

The office of human resources follows the event management – attendance and participation policy of Gwinnett Technical College as indicated below.

Events sponsored by Gwinnett Technical College are designed, developed, and hosted for a variety of purposes with determined audiences and participants to be in attendance. All functions are executed in accordance with the policies of the Technical College System of Georgia. It is the policy of the College to invite those personnel to participate that are appropriate for the design, purpose, and accomplishment of the mission and setting of the event. Students, faculty and staff may only attend and or participate in those events in which they have been officially invited by the administration, a designated faculty or staff member, or representative. An invitation to attend an event is official if it is communicated to another faculty/staff member or student, by any officer, or duly authorized faculty or staff member of the College. If there is a question as to whether you are invited to an event, please ask and the person responsible in charge, or designated in hosting the event prior to the event.

Unauthorized or uninvited persons (including students, faculty, or staff) who willfully attempt to attend or do attend a college function or event, may be disciplined for interfering with the proper administration and function of the College and summarily removed from the premises. Further action may be maintained for criminal trespass if the individual refuses to leave the site or premises after being requested to do so, including arrest by the appropriate authorities.