

Administrative Procedure 3900

Speech: Time, Place, and Manner

Students and employees of the District and members of the public shall be permitted to exercise their right of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

The District is a non-public forum, except for the following areas (see map), which are reserved for expressive activities which do not violate District policy and which are lawful: (1) the Library Lawn which is generally bounded by the Student Activities Center, Library Learning Resource Center, Student Services Center, Communications Building, and sidewalk at Canary Pines; and (2) the circular paved area located east of the District Bookstore generally bounded by the Communications Building, Student Services Center, and North Gym buildings, adjacent to Parking Lot C. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- A. These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- B. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

The use of these areas reserved and open for expressive activities is subject to the following:

- A. No person using the areas shall touch, strike, or physically impede the progress of a passerby, except for incidental or accidental contact or contact initiated by a passerby.
- B. Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.
- C. Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must check in with the Student Development Office prior to engaging in the activities. This does not involve an advance approval process.

No illegal activities, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described in this procedure, will be permitted. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will make a good faith and reasonable effort to offer alternative areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of reservation forms.

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove, or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.

Commercial advertising or promotional literature may not be posted, exhibited, or distributed on-campus.

To prevent littering the campus grounds, the placement of handbills or other materials on or in cars parked on the campus is prohibited.

Posting

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Development Office. Materials displayed shall be removed after the passage of the date of the event or after the passage of ten days.

If your publication solicits subjects for research, you must first obtain permission from the College's Institutional Review Board (IRB). Approved materials shall clearly indicate IRB approval inclusive of the research study end date.

References:

Education Code Sections 76120 and 66301

Board Review: 4/18/16

