

**\* COMPLETED REQUESTS MUST BE RECEIVED BY CAMPUS EVENTS OFFICE A MINIMUM 3 DAYS PRIOR TO ACTIVITY DATE.  
FACILITIES SERVICES CAMPUS EVENTS OFFICE: 661-722-6562**

Print name of requesting party \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name(s) of those responsible & in attendance during activity \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name(s) of those responsible & in attendance during activity \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Address of User: \_\_\_\_\_

Contact Phone # (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Email) \_\_\_\_\_

Describe the nature of the planned activity: \_\_\_\_\_

Date: \_\_\_\_\_

Time required (including setup time):

\_\_\_\_\_ to \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Security requested for activity? Yes  No

Check location requested:

- Library Plaza
- Gym Circle
- Bookstore Hallway
- Applied Arts Courtyard
- Uhazy Hall Courtyard



**FOR DISTRICT CAMPUS-EVENTS USE:**

Date Application Received: \_\_\_\_\_

Campus Events Representative: \_\_\_\_\_ Approved: Yes  No

Notification Dates:  Security \_\_\_\_\_  Grounds \_\_\_\_\_  Custodial \_\_\_\_\_  Maintenance \_\_\_\_\_  Other \_\_\_\_\_

**\* ADMINISTRATIVE POLICY 3900 SPEECH: TIME, PLACE, AND MANNER INCLUDED ON FOLLOWING PAGE.**



**AP 3900 SPEECH: TIME, PLACE, AND MANNER**

References: *Education Code Sections 76120 and 66301*

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

The college of the District is a non-public forum, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful. The locations include Library Plaza, Gym Circle, Bookstore Hallway, Applied Arts Courtyard, Uhazy Hall Courtyard: 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:

- The areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- 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:

- No person using the areas shall touch, strike or physically impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.
- 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 provide notification to the District through the Office of Campus Events three (3) business days in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted, no activities which 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 below. 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 offer alternative available areas or if none are available offer alternative dates. Students, outside BACK TO TOP organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of optional 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.

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 Life and College Activities Office. Materials displayed shall be removed after the passage of 30 days.