

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

SPEECH: TIME, PLACE, AND MANNER

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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.

Solano Community College is a non-public forum, except for the following area which is lawful: the “Hyde Park” area. This area is 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 area is for 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 those areas reserved and open for expressive activities is subject to the following:

- Persons using and/or distributing material in the area shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas generally available to students and the community shall touch, strike, or 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.

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 Student Development Office three business days in advance of the activities 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 area.

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Posting: Bulletin boards for use in posting materials at campus locations convenient for use by students, staff, and members of the public.

Procedures for Posting

1. All materials must be stamped with approval from the Student Development Office.
2. All materials must be posted with thumbtacks or push pins. Any materials that are stapled will be removed immediately.
3. 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.
4. Posted materials ~~are~~ shall be removed after the passage of 30 days.
5. The maximum number of copies allowed to be posted is twenty (20) for on-campus events and ten (10) for off-campus events.
6. Materials must be posted on kiosks or bulletin boards.
7. Posters must be no larger than 20" X 14" to insure equal access to bulletin boards.

Posters and informational material of a non-commercial nature will be permitted on campus with the following provisions:

1. A map describing appropriate locations for posting and a copy of these rules will be provided by the College for use by persons wishing to post materials.
2. Bulletin boards on interior walls and kiosks will be provided by the College for use by persons wishing to post materials. Locations of bulletin boards and kiosks are in areas frequented by students and insure maximum visibility for posted materials.
3. Posters will be limited in number and size so as to insure maximum opportunity for all students interested in posting informational materials. To insure accessibility, one poster per location will be allowed.
4. All bulletin boards and kiosks will be cleared of all material once each month.
5. Posting of materials will not be permitted where defacement of buildings would result. Exposed exterior walls will not be used for posting. Posting of materials will not be permitted on glass doors.

Procedures for Banners

Banners of a non-commercial nature will be posted on campus with the following provisions:

1. Banners must not be larger than 10 feet long.

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2. Banners will be hung in the Solano Student Union. Student Development Office staff must review the banner prior to posting and assist in determining there is adequate space for the banner.
3. Priority for space will be given to Solano Community College students.
4. Banners will be hung for a period of not more than four weeks to insure accessibility of space to interested students. Should a waiting list exist, banners will be hung for a period not to exceed two weeks.
5. No more than two banners per group will be allowed in order to insure equal access to space.

Distribution of Literature and Petitions:

All persons using the area designated as a public forum shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Material distributed in the area that is discarded or dropped in or around the area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the area that day.

Procedures for the Distribution of Literature

1. All material distributed must contain the name and address of the sponsor and copies must be filed with the Office of Student Development prior to distribution.
2. Distribution of materials in a classroom may be permitted only with the consent of the instructor.
3. Distribution to an audience or group of spectators within a building or during a public event may be permitted only with the permission of the sponsor(s) or manager(s) of the event or production.

Rallies, Free Expression, and “Hyde Park” Regulations

SCC students, faculty or staff may use the “Hyde Park” free speech areas. Outside speakers and groups must provide notification to the Student Development Office at least three business days in advance of the activities and describe the nature of the planned activities.

1. “Hyde Park” activities may not significantly interfere with other programs on the Solano Community College campus.
2. The speaker’s name and, where appropriate, his or her organizational affiliation shall be made known to the audience.

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3. The speaker shall answer any questions from the floor which are related to the address.
4. While free speech is encouraged, illegal actions will not be tolerated.
5. The areas available for “Hyde Park” speeches are the center campus rotunda and the lobby of the Solano Student Union. These areas are available five days a week from 9 AM to 5 PM unless otherwise reserved.
6. Scheduling of an activity shall be done in advance with the Office of Student Development.
7. All printed material for any activity must be submitted to the Office of Student Development Office. Only students, faculty or staff may check out this equipment on a first-come, first-served basis. Those reserving the equipment assume responsibility for the system’s care and return.
8. Materials and equipment used during the activity are to be removed at the close of the activity.

Fund Raising Activities

Only auxiliary organizations sanctioned by the District, the Associated Students of Solano College (ASSC) and campus clubs authorized through the Student Development Office are allowed to hold fund raising activities on the Solano College campus. Clubs must complete a “Request to Hold an Activity” form, available from the Student Development Office.

Solicitations by Off-Campus Vendors

Anyone who wishes to distribute information to students must register with the Office of Student Development.

For-profit companies who wish to sell their product to our students directly from the campus must be sponsored by a student organization. The Associated Students of Solano College must approve campus vendors. There is a charge for the use of a space in the Solano Student Union (1400 Building). The amount charged to vendors is set by the Associated Students and is subject to change. Companies interested in having a table in the Solano Student Union may contact the Student Development Office for detailed information.

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Nonprofit organizations who wish to distribute information to students may request a table in or around the Solano Student Union (1400 Building). The request is made to the Director of Student Development. There is no charge for these agencies. First priority for space is given to student organizations; however Solano Community College is committed to providing space for Solano County non-profit organizations.

Governing Board Review: January 18, 2012