

## Palomar Community College District

### Policy on Student and Visitor Symbolic Expression

#### POLICY

The Palomar Community College District celebrates and encourages the open and honest discussion of ideas. We welcome the vigorous interchange of thoughts and opinions between all members of the campus community and we recognize the legal protections rightfully afforded to free speech in a public college. At the same time, we expect the members of our community to conduct their expressive activities in a manner that promotes and maintains the ideals of respect, equality, diversity and freedom from harassment.

The Palomar Community College District will respect not only the right of student free expression, but also the right to be free from those actions that illegally harass, intimidate, and threaten the members of the college community and the educational process. Therefore, freedom of speech and the distribution and posting of printed materials shall be permitted “except that expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the disruption of the orderly operation of the college.” (California Education Code, Article 7, Section 76120).

Palomar Community College District’s procedures reflect the responsibility of adopting “rules and regulations relating to the exercise of free expression by students . . . which shall include reasonable provisions for the time, place and manner of conducting such activities.” The District recognizes:

That such rules and regulations shall not prohibit the right of students to exercise free expression including, but not limited to the use of bulletin boards, distribution of printed materials or petitions and the wearing of buttons, badges, or other insignias. (California Education Code, Article 7, Section 76120).

#### PROCEDURES

##### Campus Expression Area

###### **San Marcos Campus**

Palomar College identifies the area in front of the student union (concrete quad and grass area) extending from the area in front of the dome and clock tower to the south and up to the northern edge of the student union as the focal point for discussions and presentations on contemporary issues.

###### **Escondido Center**

The outside area directly in front of the main lobby and under the overhang is the identified location for public expression at the Escondido Center.

We invite any individual or group associated with the college to use these areas for any legal form of expression that does not interfere with the educational process or free movement of people. It is not the intent of this section to deny free expression on any other portion of the campus. Rather in the development of reasonable standards regarding place, time, and manner of speech, the college is sensitive to the idea that free expression in other areas of the campus may interfere with the educational process, classroom activities and the normal conduct of business.

#### Reservations

Any student, staff, faculty member, or student organization may reserve a portion of the “campus expression area” any day, Monday through Saturday, between the hours of 8:00 am and 7:00pm by making arrangements through the Office of Student Affairs (SU-201).

## Sound Amplification

Students and visitors to a Palomar College District facility who desire to utilize amplified sound for an event must obtain advanced approval from the Office of Student Affairs (SU-201). Amplified sound will only be allowed in the area designated as a “campus expression area” unless approval is obtained for a non-designated area. Only one amplified sound event will be permitted at a given time. Stereos, boom boxes, and megaphones shall be considered amplified sound if they can be heard more than 20 feet away. The use of amplified sound shall be continuously monitored to assure the volume will not interfere with the educational process or normal conduct of business. Individuals or groups that use amplified sound must agree to adhere to directions from representatives of the Office of Student Affairs that may request the adjustment of volume. Failure to abide by these requests will result in the termination of approval for use of the amplification device and possible denial of future requests.

### Visitors on Campus

Nothing in this policy generally, or this section specifically, is intended to apply to any visitor to a faculty member’s class at the invitation of the faculty member or any visitor on District property at the invitation of any employee organization.

Visitors to a Palomar Community College District facility that are on that facility at the invitation of a student organization or club are welcome to use the facilities as any other member of the campus community, subject to the same policies and procedures contained herein. Those responsible for scheduling speakers will attempt to obtain speakers who will present diverse views in the best tradition of the American forum. Speakers should be intellectually stimulating and educationally appropriate.

### Other Visitors

Other visitors to a District facility are required to report to the Office of Student Affairs in SU-201 to fill out a Campus Visitor Speaker’s Form and an Application for Use of College Facilities. Visitors should note that the District has an established fee structure for use of facilities. Each visitor will be asked to provide their name, address, and the name of a sponsoring organization with which the visitor may be affiliated. Visitors will be asked to sign a statement verifying that they have received and agree to follow the policies and procedures as established regarding this policy. Additionally, each visitor addressing a Palomar College audience will be asked to provide a complete and accurate statement regarding their background/credentials.

### Solicitors and Vendors

Individuals or groups visiting Palomar College facilities for the purpose of soliciting students or staff must first report to the Office of Student Affairs in SU-201 and are subject to the following stipulations:

1. All solicitors and vendors must complete a Vendor Contract in the Office of Student Affairs.
2. A fee will be imposed for each day the solicitor or vendor is operating on District property.
3. Solicitation of District staff must be done on an appointment basis and away from the employees direct work area and in such a manner as to not disrupt the normal course of business for the employee or others. Meetings may take place in the staff lounge, student union, or other non-work area.
4. Solicitors and vendors are prohibited from accessing employee or student records or information except that volunteered by the individual employee or student with whom they are meeting or that information that is required by law to be available to the public.
5. This section is not intended to apply to faculty meeting with representatives from publishing companies or other individuals or companies that are willingly invited into their offices.

### Insurance and Providing for Security

Visitors to a Palomar Community College District facility who are not on campus as a result of the invitation of a classroom instructor, student organization, employee group, or member of the administrative team, and who wish to engage in a public

presentation will be required to sign a contract which includes hold harmless and indemnification language inuring to the District's benefit. Presenters may be required to present the District with proof of insurance coverage for comprehensive general liability, personal injury liability, and broad form property damage coverage. Presenters may be required to provide the necessary funds to cover the costs of providing security personnel and/ or for modification of facilities as appropriate for their presentation.

### **Distribution and Posting of Printed Material**

By Students and Visitors

The Office of Student Affairs in room SU-201 must stamp all materials intended for posting on Palomar College property by students and visitors (commercial and non commercial). One copy of all material intended for distribution by students or visitors on District property must be filed with the Office of Student Affairs and must list the name, address, and phone number of the sponsor or sponsoring organization

### **Posting**

The following guidelines are designed to promote free expression and marketing of ideas while preserving the integrity of the educational mission of the institution. The Office of Student Affairs in SU-201 must stamp all materials prior to being posted.

1. No individual or group will be allowed to post more than *six (6)* copies of any document.
2. No posted document larger than 8.5 x 11 inches may be placed on a campus bulletin board.
3. Bulletin boards inside classrooms are reserved for use by instructional departments.
4. All posted material on bulletin boards must be removed by the last working day of the month.
5. No material may be placed on vehicles.
6. Postings should not cover any material previously posted.
7. Only one posting per bulletin board per event.
8. In an effort to protect campus property, no postings allowed on glass, painted surface, or wood.
9. Only masking tape should be used to for posting on non bulletin board surfaces.
10. Banners must not be longer than 8 feet and may not be displayed for more than ten school days.
11. No more than one banner per activity may be placed on a single wall.
12. Because of safety concerns no postings may be placed on sidewalks.
13. Because of concerns for protecting underground utilities, no posting of any signs attached to stakes and placed in the ground.

Any questions or concerns about these policies can be addressed to the Director of Student Affairs in SU-201.

### **Distribution of Materials**

One copy of all handouts and any other material intended for distribution to the campus community must be presented to the Office of Student Affairs for a stamp prior to distribution. Material distributed on District property will be subject to the following guidelines.

1. One copy of all handouts will be kept on file in the Office of Student Affairs.
2. The name of the sponsoring group, organization, or individual must appear on every handout.
3. Individuals distributing material to others on campus may not interfere with the free movement of persons on campus.
4. Individuals distributing material on campus are responsible for picking up and properly disposing of any of their handouts that may litter the campus.
5. All publications (e.g., newspapers and magazines) placed on District property for access by the campus community must be placed in appropriate racks or dispensers.

### **Commercial Materials**

Written or published materials developed for commercial purposes are subject to the same guidelines as any other form of written or published expression.

Material intended for commercial gain may be subjected to additional guidelines and a fee may be imposed prior to distribution or posting. Individuals desiring to post or distribute materials of this nature should check with the Office of Student Affairs for more information.

### **Political Endorsements**

California Ed Code, Section 7054 prohibits the District from taking any action that could be interpreted as opposing or endorsing any one political position or candidate in favor of another. All postings, flyers, advertising, and/or promotional material for events of this nature must contain language that clearly indicates (1) they were not printed at District expense and (2) that the District does not endorse any candidate, proposition, or issue related to the event.