

**PM 2018-02**

President Thomas A. Parham

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**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
USE OF UNIVERSITY BUILDINGS, FACILITIES, OR GROUNDS  
AND TIME, PLACE, AND MANNER POLICY**

**INTRODUCTION**

This Presidential Memorandum governs the use of University property.<sup>1</sup> The rights, privileges, and responsibilities of persons and groups using University property are governed by this Policy, and by state and federal laws. In order to support and achieve its educational mission, the University has an obligation to maintain an environment in which the business of the University can be conducted without disruption, in accordance with the highest standards of institutional integrity, academic freedom, freedom of expression, and full recognition of the rights, privileges and responsibilities of University community members and the public.

This Policy addresses rights, privileges and responsibilities, and applies to all users, including students, recognized student organizations, individuals or groups sponsored by academic or administrative departments, faculty, staff, University auxiliaries and auxiliary employees, and all other individuals, groups and members of the public, including commercial vendors or solicitors. This Policy concerns the use of University property for all purposes and events including, but not limited to non-commercial transactions and solicitation, commercial transactions and solicitation, freedom of expression activities, electronic communications, amplified sound, display or distribution of published materials, including posting, signage and chalking, distribution of handbills, circulars and flyers, and political activity by state employees.

This Policy also sets forth reasonable time, place, and manner regulations regarding the use of University property to ensure that individuals and groups exercising their legitimate rights do not disrupt the educational process or other operations of the University, infringe on the rights of others, or engage in unlawful acts, including but not limited to defamation, terrorist threats, false advertising, or the promotion or incitement of actual or imminent violence or harm. Except where noted or where other policies are incorporated by reference, this Policy is intended to be the controlling document with regard to the University's time, place, and manner regulations.

The use of University property not authorized in this Policy or pursuant to other University policies, procedures or written agreements is prohibited. All persons using University property must abide by University policies and the law. Except where otherwise indicated, this Policy supersedes all other related University policies.

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<sup>1</sup> The term "property" refers to all land, buildings, facilities, or other grounds or structures, or any item in possession of or owned, used, maintained or controlled by the University or designated by the campus as subject to this Policy, including property leased or licensed to others. Property also includes University services, resources, names, branding, trademarks, logos, computers, computing devices, and network systems owned, maintained or controlled by the University, funded by University funds, or University auxiliary funds, or designated by the University as subject to this Policy.

## **PURPOSE OF POLICY**

The purpose of this policy is to facilitate the effective use and enjoyment of the University's property as an educational institution, and to promote the free exchange of ideas while ensuring the safe and efficient operation of University facilities. Orderly procedures are necessary to promote the use of University property, to conserve and protect University property, to prevent interference with or disruption of University functions, and to protect the safety and rights of those using University property.

We recognize, however, that some events may disrupt the orderly operation of the University and/or can raise significant security concerns. To ensure the safety of the University and the campus community while protecting First Amendment rights of those who wish to participate in events hosted on University property, the University will enforce this Policy. **All criteria for assessing events shall be applied in a viewpoint neutral manner.**

## **POLICY STATEMENT REGARDING FREE EXPRESSION AND FIRST AMENDMENT RIGHTS**

Freedom of speech is a bedrock value of our constitutional system and is at the core of this university's mission. Courts have recognized that First Amendment principles 'acquire a special significance in the university setting, where the free and unfettered interplay of competing views is essential to the institution's educational mission.' The California State University is also committed to upholding and preserving academic freedom, which for the faculty encompasses freedom of inquiry and research, freedom of teaching, and freedom of expression and publication. Of course, the ideas of different members of the institution's community will often and quite naturally conflict. But it is not the proper role of the institution to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the institution greatly values civility, and although all members of the institution's community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

Because the institution is committed to free and open inquiry in all matters, it guarantees all members of the institution's community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the institution, the institution fully respects and supports the freedom of all members of the institution community 'to discuss any problem that presents itself. Moreover, free speech requires us to accept that we will be exposed to viewpoints, arguments or forms of expression that make us uncomfortable or even offend us. It is in precisely these circumstances that free speech often serves its most vital purpose, especially in an educational context. Throughout history, speech that challenges conventional wisdom has been a driving force for progress. Speech that makes us uneasy may compel us to reconsider our own strongly held views – in fact, a willingness to reconsider strongly held views is one of the reasons why people pursue higher education. Hearing offensive viewpoints provides opportunities for those sentiments to be exposed, engaged and rebutted.

Universities exist to provide the conditions for hard thought and difficult debate so that individuals can develop the capacity for independent judgment. This cannot happen if universities attempt to shield people from ideas and opinions they might find unwelcome, or if members of the university community try to silence or interfere with speakers with whom they disagree. As U.S. Supreme Court Justice Louis Brandeis advised in his famous *Whitney v. California* opinion in 1927, ‘If there be time to expose through discussion the falsehood and fallacies, to avert the evil by the processes of education, the remedy to be applied is more speech, not enforced silence.’

Of course, freedom of speech is not and cannot be absolute. While there is no hate speech exception to First Amendment protections, threats, harassment, ‘fighting words,’ incitement and defamatory speech are not protected. Freedom of speech does not mean a right to say anything at any place and any time. There can and must be restrictions on the time, place and manner of speech, but the campus is committed to ensuring the availability of places for speeches and protests. And so, we will safeguard freedom of speech. But in addition, we will keep in mind the need to nurture other norms and practices in order for us to perform the distinctive mission of the university.

It is of value to society if there is a place where people decide that they will work together to create a scholarly community dedicated to rigorous inquiry, evidence-based reasoning, logical argumentation, experimentation, and a willingness to reassess one’s perspective in light of new evidence and arguments. These beliefs and practices – these scholarly norms – are inextricably linked to related values, including a genuine desire to engage competing perspectives and learn from those who have had different experiences or who hold different viewpoints. It is because of these values that we attempt to resolve (or at least better understand) disagreements through reasoned and sustained conversation, debate and the acquisition of new knowledge. They also prompt us to speak out in support of each other when members of our community are subject to hateful, discriminatory or inflammatory personal attacks. If our commitment to freedom and democracy leads us to defend the rights of free speech, our commitment to scholarly inquiry and education leads us to promote norms and practices that enable us to learn from each other in an atmosphere of positive engagement and mutual respect.

Commercial transactions and solicitation, non-commercial transactions and solicitation, freedom of expression activities, and posting and chalking serve an important purpose at CSUDH. They communicate upcoming events and activities and disseminate information and opinions on important issues. Sometimes, however, freedom of expression activities and posted materials, can direct hurtful and/or hateful messages toward an individual or group. While there will always be disagreements over what may constitute good taste or appropriate comment, there can be no question, particularly in a university, that freedom of expression is a cherished and protected right. As a corollary to the institution’s commitment to protect and promote free expression, members of the institution’s community must also act in conformity with the principle of free expression. Although members of the institution’s community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the institution has

a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

## **POLICY ADMINISTRATION**

As required by Education Code section 66303, the President designates the Division of Student Affairs to administer this policy and serve as liaison with students exercising free speech. The President designates Faculty Affairs and Human Resources Management to administer this policy and serve as liaison with faculty and staff exercising free speech.

## **SCOPE OF THIS POLICY**

The use of campus buildings, facilities, or grounds for purposes of non-commercial solicitations, commercial solicitations or transactions, freedom of expression activities, amplified sound, and posting or chalking, including the distribution of handbills and circulars, is contingent upon the agreement of those engaging in such activities to assume responsibility for observing the following:

1. The activities must be conducted in a lawful manner.
2. The activities must not unreasonably interfere with instructional programs or the operation of the campus.
3. The activities must conform to the time, place, and manner restrictions established by this Policy. The Policy may be found on the Student Affairs, Academic Affairs, and Administration and Finance websites and hard copies may be obtained from the Division of Student Affairs, Faculty Affairs, and Human Resources Management.
4. The activities must be conducted in conformance with all applicable federal, state, and local laws, as well as university policies, procedures, and regulations.
5. No events will be scheduled during commencement ceremonies.
6. The activities must abide by the University's alcohol and other drugs policy.
7. In order to facilitate safety and floor maintenance, individuals with bare feet are prohibited from entering University buildings, with the exception of appropriate areas of University housing facilities and physical education facilities.
8. Camping on University property or living in privately owned, temporary lodging parked or erected on university property is prohibited without written permission from the University.
9. Erection of any temporary structure on campus must be approved by Facilities Services, in coordination with Risk Management for the safety of all participants and bystanders. Call 310-243-3804 to speak to a Facilities Services representative for permission.
10. Pets will be allowed on campus only when on a leash and accompanied by their owner. No animals, except when being used for official University instructional purposes, and/or as service animals, will be permitted inside campus buildings without prior approval of the University.
11. Without specific permission from the President or designee, it shall be prohibited on property or areas under the control of the University, for any person to fire, discharge,

- shoot, or operate, or to assist or participate in the firing, discharging, shooting or operating, or have in his or her possession, care, custody or control, any gun, revolver, pistol, firearm, pellet gun, paint gun, spring gun, air gun, sling, sling shot, or device designed, or intended, to discharge, or capable of discharging any dangerous missile, or any cartridge, shell ammunition, or device, designed or intended to be used in or fired from, any gun, revolver, pistol, or firearm, or other device intended to project a missile.
12. Without specific permission from the President or designee, it shall be prohibited to engage in, participate in, or assist participants in any game which involves the ambushing, lying-in-wait for, or following another person by means of stealth; or to participate or assist in the participation in any game which would involve the firing of any device as defined in the preceding paragraph.
  13. A person shall not shoot any arrow or similar missile, and a person shall not cause or permit any arrow or similar missile to be shot on University property, except as a part of a University course of study or official sponsored activity.
  14. No Unmanned Aircraft System (UAS) (aka Drone) may be flown on or around the University campus without the express written approval of the University.
  15. No one may possess, use, store, or manufacture explosives, firebombs, or other destructive devices;<sup>2</sup>
  16. No one may possess, use, or carry an open flame of any kind, except as authorized by University officials;
  17. No one may possess, use, or carry equipment or supplies intended for war, war games, battle, and/or to inflict physical violence including but not limited to sharpened sticks, rods, masks, helmets, body armor, or any object intended to be used as a weapon shield or protective gear. <sup>3</sup>

Use of University property may be subject to fees and/or require liability insurance and/or an indemnity agreement. Where this is the case, persons or groups granted the use of University property are responsible for reimbursing the University or its auxiliaries in accordance with EO-1000. Such users also assume responsibility for all damage they cause to University property. Failure to reimburse the University or its auxiliaries for use charges or for damage to property may jeopardize future access to and/or use of University property.

The University's Chief of Police will determine the type of security necessary for events based on the public safety needs of any event being held in or around University property. Each event will be considered on a case-by-case basis to determine appropriate staffing and other security and safety measures. The University will assess security needs, and assess fees for security provided by the University, based on content and viewpoint neutral factors. The University always reserves the right to charge fees for security and other expenses related to facilities use on a content and viewpoint neutral basis.

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<sup>2</sup> This restriction does not apply to members of law enforcement.

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## **APPROVED AND PRIORITY USES OF UNIVERSITY PROPERTY, FACILITIES, AND SERVICES**

Priority for the use of University property will be given to academic and administrative departments of the University. Subject to the requirements of this policy, and to campus policies applicable to specific facilities, campus facilities may be made available for use by non- departmental (third party) users provided those facilities are not needed by the University at that time, and use by the third party users does not disrupt campus business or activities.

This policy operates in conjunction with specific deadlines, policies and regulations for each campus facility. Facility reservation deadlines and other procedural details may vary among campus facilities. Therefore, the facility manager of the requested venue must be consulted before the event to obtain specific details concerning reservation and event procedures.

Generally, scheduling of University property, facilities, and services will normally be granted in the following order of precedence:

1. **Academic and Instructionally-Related Programs:** Classes, research, programs, and meetings that are part of the regular course and academic program. Also includes discussions, instructionally related activities/programs such as music, drama, forensics, journalism, intercollegiate athletics; special programs and other activities, that are a part of normal class-associated or academic programs; courses that are a part of the authorized campus Extended Education program.
2. **Educational and Co-Curricular Events and Activities Sponsored by Faculty and/or Staff Individuals or Groups and Recognized Student Organizations:** Events and activities such as conferences, meetings, lectures, musicals, concerts, films, productions, contests or public assemblies concerned with the professional, cultural, recreational, or entertainment aspects of University life. Participants and guests may include students, faculty, and staff of other educational institutions, and the general public.
3. **Research and Consultant Activities:** Programs that are research-oriented in nature which contribute to the professional development of students, faculty, staff, and consultant activities that have been approved by the University.
4. **Meetings of Groups Sponsored by or Related to the University:** Examples include meetings called by state agencies; by professional organizations of faculty, students, recognized student organizations, or staff; or by University-related organizations; county and city school district-sponsored meetings; meetings of federal, state, and local government organizations.
5. **Other Uses:** Use of facilities for programs may be granted to those agencies and organizations with whom the University is authorized to make lease or licensing agreements.
6. **Commercial Uses:** Use of facilities for commercial purposes is prohibited unless prior written permission has been obtained from the University president or designee.

7. **Personal or Private Events:** The use of University facilities or property for personal or private events may be authorized. The category “personal or private events” includes, but is not limited to, weddings and memorial services. The scheduling of these or similar events on University property may be authorized only in unusual circumstances and requires prior approval of the University President or designee (the Vice President for Administration and Finance) and these types of events must be scheduled and coordinated by CSUDH’s Procurement and Contracts office.

## **PROCEDURES**

### **A. Reserving University Property for Events and Activities**

1. Not all University property, facilities and services are available for reservation or request for non-instructional purposes. Information concerning reservation and request procedures for designated property, facilities and services available for non-instructional use are summarized below.
2. The University has established protocols for events and activities to ensure effective campus coordination and to provide individuals and groups with a means by which to reserve facilities, spaces, equipment, other resources, and support services. These protocols also apply to all non-instructional and non-academic campus events and activities, including but not limited to speeches, musical and artistic performances and exhibitions, public assemblies and events, marches and parades, non-commercial solicitation, commercial activities, and certain signage such as sandwich boards.
3. In carrying out its scheduling and reservation functions, the University will retain a position of strict neutrality regarding the views groups or individuals may wish to express. The institutional control of campus facilities shall not be used as a device for censorship. The University will not preclude groups or individuals from expressing their views because of disagreement with the views to be presented.
4. No organization or individual other than the reserving organization or individual may use authorized University property, facilities, or services. The authorized reserving organization or individual may not transfer control of the event for which the University property, facilities, or services were reserved or requested to any other organization, group, or individual speaker. These restrictions apply to areas for public expression as well as other indoor or outdoor facilities. The authorized reserving organization or individual assumes responsibility for costs associated with the use of University property, and for any damage caused by group members and/or invited/ticketed guests.
5. The University may charge for the use of its property in accordance with established fee schedules. Information concerning the fee schedules may be obtained from the office at which the reservation is made or from which the service is requested. Users

of facilities and services must pay the University directly for the facilities or services provided.

6. Security, performance, and/or liability bonds may be required. Consistent with University policy, and depending on the nature of the proposed event, the user may be required to provide its own public liability and other insurance naming the Trustees of the California State University as additionally insured for any public event to be held on University property.
7. Any agreements or contracts that non-departmental users enter into with third parties related to the event are signed at the risk and liability of the third party user. Non-departmental users are liable for all costs related to the event. This includes, but is not limited to, facility fees, basic security costs (as described in the section on Security Procedures below), and any damages that may occur as a result of the event. Individual third party users may be held personally liable for costs related to the event.
8. All event attendees may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials. Participants will be notified clearly through posted signs at the event entrance if they will be subject to search.
9. The maximum room capacity for all University facilities is established by the State Fire Marshal. The University may reduce capacity further in accordance with staff availability and other considerations, including security and safety.
10. The possession and/or consumption of alcohol at events is prohibited unless in compliance with the University's alcohol policy.
11. The use and/or possession of illegal drugs are prohibited at all University events.
12. California State University campuses are smoke and tobacco-free in accordance with EO-1108. "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties. "Tobacco-free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.

## **B. Recognized Student Organizations**

Recognized Student Organizations wishing to use University property are required to utilize the Office of Student Life's ToroLink procedure.

Recognized student organizations are required to comply with University policies, and campus regulations for event approval, posting and use of space. They will be subject to revocation of recognition, loss of privileges, or other sanctions for violation of such policies. Procedures for denying or revoking recognition are set forth in applicable provisions of the Code of Student Conduct governing individual and organization misconduct for students.



### **C. Individuals or Groups Sponsored by Academic or Administrative Departments and Instructionally-Related Activities**

Faculty and staff, state-sponsored student programs, individual students and student groups (other than recognized student organizations) wishing to use University property, facilities or services are required to contact the Procurement and Contracts department to facilitate campus coordination with other events and among potential campus service providers. Where events or activities require use of facilities or other scheduled campus spaces, scheduling through the University Master Calendar is required. Where equipment or other support services are needed, or whenever authorized commercial activity is involved, scheduling through Procurement and Contracts is also required.

### **D. Non-University Affiliated Individuals, Groups, and Guests (Non-Departmental Users)**

Third party users (including off-campus entities and individuals not sponsored by an academic or administrative department) wishing to use University facilities or services to conduct events or activities on campus are required to contact the Procurement and Contracts office. Requests for use of University property by third party users, groups or guests will be subject to evaluation in relation to potential competing University uses. Consistent with the above Section regarding “Approved and Priority Uses of University Property,” University uses will ordinarily be given priority over those of third party users. Furthermore, use of University property by such individuals or groups must be consistent with this Policy.

### **E. Events or Activities in University Residential Communities and Facilities**

Any events or activities held in University residential communities and facilities are subject to the policies of University Housing. Questions about these policies may be directed to University Housing.

### **F. Major Events**

For purposes of this Policy, an event is any gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences. Major events, including those that are CSUDH and/or auxiliary sponsored and where the primary audience is CSUDH students, faculty and staff, must follow this protocol.

Major Events are events at which one or more of the following conditions apply:

1. Over 200 persons are anticipated to attend;
2. Authorized campus officials determine that the event requires ticketing or entry by invitation only;
3. Authorized campus officials determine that the complexity of the event requires the involvement of more than one campus administrative unit;
4. Authorized campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the University Police Department) or significantly affects campus services (including

information technology services, parking, service roads, or vehicular or pedestrian traffic);

5. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
6. The event is a concert or dance, regardless of how many attendees;
7. Alcohol is intended to be served; or
8. Outdoor amplified sound is requested.

Any determination by authorized campus officials that an event constitutes a Major Event under items 2, 3, or 4 above shall be based on the officials' assessment of information other than the content or viewpoints anticipated to be expressed during the event. The University reserves the right to classify any proposed event a Major Event subject to this section of the Policy, consistent with the definition set forth above. Event sponsors are encouraged to consult with the appropriate University contact at the earliest possible time if they have any question whether their event may be classified as a Major Event.

This section of the Policy applies to Major Events that are scheduled, organized, or supervised by recognized student organizations and non-departmental users or over which those users have authority to decide whether to hold the event or to determine the scope of the event. For purposes of this Policy, supervision is defined as direct, on-site responsibility for the event.

Groups should schedule and register major events at least eight weeks or more prior to the major event:

1. Connect and meet with University Police Department regarding a security assessment for the event. This must be done at least eight weeks or more prior to the event. Failure to submit this request could result in the cancellation or rescheduling of the event to properly accommodate security to maintain the educational environment of the university
2. Meet with assigned administrators to review event details at least six weeks prior to the major event.
3. Submit all publicity materials to the assigned administrators prior to publication and at least two weeks prior to the event. The University will review publicity materials to verify that event details (such as date, time, and location) are accurate and will do so on a content and viewpoint neutral basis.
4. Event insurance must be secured at least two weeks prior to the event. Contact Risk Management for information regarding insurance options.
5. Comply with all pre-event requirements established in other policies administered by the University, including UPD, Student Affairs, Risk Management, ASI, Procurement and Contracts, University Scheduling, and others, as applicable.
6. The University will schedule an event coordination meeting with event organizers to exchange information about the event and discuss logistical expectations. The event coordination meeting will usually occur at least four weeks prior to the event, if not earlier. University officials may request additional meetings to ensure that all instructions agreed to at the event coordination meeting have been carried out.
7. At least three weeks prior to a major event, the UPD police chief or designee will inform a group including representatives from local or state jurisdictions, as appropriate, or their designees, about the event. The UPD Police Chief or any member of this group may request additional meetings in advance of the event to discuss concerns.

8. Events must end no later than midnight or at a time determined by University administration based on the UPD security assessment, or as prescribed by specific facility policies, University policies, and City of Carson ordinances. Additional charges may be applicable to extend events beyond specific building hours.

Events scheduled, organized, and supervised by campus academic and administrative departments for instructionally related purposes are not subject to this section of the Policy related to Major Events. Only University employees acting in the course and scope of their University employment may supervise a departmental event. To the degree an academic or administrative department co-sponsors a major event with a third party user or authorizes use of facilities under its control for events sponsored by a third party user, it may be required to reimburse security costs and other costs incurred by other campus units.

### **G. Security Procedures**

The University Police Department (UPD) will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. UPD is responsible for determining and providing the appropriate event security, not the event host. Permissible factors for consideration include but are not limited to:

1. The proposed location of the event;
2. The estimated number of participants (whether open to the public, or by invitation or ticket);
3. The time of day the event is to take place;
4. The date and day of the week of the event;
5. The proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented;
6. The resources needed to secure the event;
7. The anticipated weather conditions;
8. The estimated duration of the event;
9. Parking and transportation needs;
10. The sale of alcohol at the event;
11. Any similar viewpoint and content neutral considerations relevant to assessment of security needs.

UPD will make security recommendations that, in UPD's professional judgment, will address security threats identified as a result of the evaluation conducted pursuant to subpart B above. The goals of UPD's security recommendations will be to:

1. Minimize risks to the health and safety of the event participants, audience, and campus community;
2. Minimize risks to the campus and surrounding community;
3. Maximize the ability of the event sponsors to successfully hold the event; and
4. Protect the exercise of rights of free expression by the event sponsors, participants, community, and all members of the public.

Recommended security measures may include, but are not limited to, adjusting the venue, date,

and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.

If UPD determines the event has substantial security needs, the host organization must schedule a security assessment meeting with UPD no later than six weeks prior to the event date. The meeting may include, as necessary, the following: a staff member from Student Affairs and/or ASI; the facility manager or designee; and one or more student organization signatories and other representatives from the sponsoring organization. The students serving as first contacts or signatories will be made known to UPD at this time and will be present at meetings and available for consultation throughout the event planning period. UPD will discuss security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for addressing security needs that UPD has identified.

If UPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with the event sponsors, university stakeholders, and other appropriate individuals to discuss its revised recommendations.

Should the event sponsors and UPD be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the President or the President's designee for final determination. The President or President's designee may determine the security measures required for the event based on UPD's security assessment. The goals of that determination will be to:

1. Minimize any identified threat to health and safety of the event participants, audience and campus community;
2. Minimize risks to the campus and surrounding community;
3. Maximize the ability of the event sponsors to successfully hold the event; and
4. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

Implemented security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement presence at the event; imposing controls or security checkpoints at the event; and creating buffer zones around the event venue. The President or President's designee will provide the event sponsor with a written explanation of the reasons for the final decision.

If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the senior administrator designated to oversee law enforcement operations. If no senior administrator is present or available, authority is delegated to the highest-ranking UPD officer at the event.

The event sponsors must agree to reimburse costs of basic security provided by UPD. Security fees will be based on standard, approved, and published recharge rates for UPD or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including but not limited to the following criteria:

1. Event venue, including venue size, location, number of entrances and exits to be staffed;
2. Time of day;
3. Number of expected attendees;
4. Whether entrances will be controlled and whether tickets will be sold;
5. Whether the event will be open and/or advertised to non-affiliates of the University;
6. Whether the event will be restricted to invited guests only and/or will be ticketed;
7. Whether alcohol will be served;
8. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
9. Whether event performers come with personal security teams or details that require UPD liaison;
10. Whether event sponsors or event performers request additional security measures;
11. Whether vehicles, equipment, or items of value will be brought onto campus;
12. Whether parking will be required for the event.

Additional security fees will not be charged to event sponsors based on concerns that the subject matter of the event or viewpoints, opinions, or anticipated expression of the sponsors, event performers, or others participating in the event might provoke disturbances or response costs required by such disturbances.

## **TIME, PLACE, AND MANNER RESTRICTIONS**

### **A. PUBLIC FORUMS AND FREE SPEECH**

Reasonable time, place, and manner restrictions on the use of public forums are permissible, provided that they are carefully designed to (1) coordinate the appropriate use of a particular location for speech activities, remain viewpoint-neutral, and not to prohibit particular forms of expression; (2) “serve a significant government interest” and are not more extensive than necessary to serve that interest; and (3) “leave open ample alternative channels for communication of the information.” They must be clear and specific enough to place the public on notice as to exactly what is authorized and what is forbidden.

Speakers at any protests, rallies, demonstrations, meetings, or similar events enjoy the rights of free speech—and members of the campus community and other persons shall have the right to disagree with and protest any speaker or event, in compliance with all provisions of this policy. Students and faculty are free to express their opinion and views in the classroom without censorship, provided that such expressions are not disruptive and are related to the subject matter under discussion in the class or are invited by the class instructor. Those not enrolled in a class or specifically invited by the instructor to attend a particular class do not enjoy such rights.

CSU Dominguez Hills, like most other institutions, routinely sets forth regulations pertaining to the way activities may be conducted. Three examples of such restrictions follow:

1. Scheduled events take precedence over spur of the moment activities.
2. Because an event may interfere with classes in session and/or other activities, please refer to Section B, Amplified Sound, page 2 for sound amplification guidelines.
3. Activities that restrict or disturb the routine business of the University are generally

prohibited or closely monitored and as such, may be directed to cease should it be determined that such activity is restricting or disturbing the business of the university.

**TIME:**

Daily, 8 a.m. to 11 p.m. However, current CSU Dominguez Hills registered students, student clubs/organizations, staff, and faculty, may engage in freedom of expression activities that require more flexibility and options.

**PLACE:**

Freedom of expression activities may take place on campus with the following exceptions: inside parking lots and university buildings and within 20 feet of any location in which instructional, educational, and/or official business activities are being conducted.

**MANNER:**

Freedom of expression must be conducted in a manner that (1) shall not interfere with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not interfere with or disrupt the conduct of university business, (3) shall be carried out without creating excessive noise by use of a device, (4) shall not unreasonably interfere with classes in session or other scheduled academic, educational, co-curricular programs, (5) shall not promote an unlawful end, such as promoting actual violence or bodily or property harms, terrorist threats, defamation, obscenity, and false advertising, and (6) shall not violate any federal, state or local safety code, such as regulations set by the State Fire Marshal. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day. These procedures will be administered by the Vice President for Student Affairs, Faculty Affairs, or Human Resource Management and will be enforced by the University Police Department. Enforcement will be in compliance with existing state and federal laws.

**VIOLATIONS:**

Behavior in violation of any of these regulations is subject to intervention by university and/or law enforcement officials. In the event of an alleged or perceived violation, those in violation will be asked to comply with the applicable regulations by the appropriate campus authorities.

If a violation persists or is repeated, or if the assembly poses an imminent danger to public safety, those assembled may be required to disperse immediately. Continued violation may result in arrest, code of conduct violations for students, and subsequent legal action by the university. If the violation occurs at a scheduled event, the permission for the event may be immediately revoked, and future requests by those individuals or groups in violation may be canceled or denied.

University disciplinary action against CSU Dominguez Hills community members alleged to have violated this policy and procedure shall be in conformity with the Code of Student Conduct, and/or applicable collective bargaining agreements and established University guidelines.

The Division of Student Affairs, Faculty Affairs, and Human Resource Management can provide further information about issues of free speech.

**REFERENCE:**

Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of Regulations, Title 5, Sections 42350 - 42353. Penal Code Sections, 148, 407, 409, 415.5, 602.1, 626.4, 626.6, and 647c.

**B. AMPLIFIED SOUND**

Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced. Additionally, amplified sound may include sound that is enhanced with the aid of a device such as a megaphone, and the like.

The following procedural guidelines are established for the use of amplified sound equipment when classes are in session. The following procedures both protect the delivery of instructional programs from intrusive sound and yet still provide an opportunity and a forum for a variety of student development and support programs.

**TIME:**

The use of amplified sound requires prior approval. With the assistance of the Office of Student Life and/or Procurement and Contracts, the sponsoring organization is responsible for notifying the campus at least two (2) week in advance as to the dates, times and types of activities to be presented. The appropriate departments, colleges and administrative offices will be notified by email messages

as part of the planning process.

**PLACE:**

Outdoor events utilizing amplified sound must adhere to the Event Planning Policy. The Office of Student Life (OSL) and Procurement and Contracts interpret, enforce, and monitor the Amplified Sound Policy on behalf of the University. An Event Planning Meeting may be required as determined by OSL or Procurement and Contracts as a means of assuring that event and amplification procedures and policies are understood prior to the event date. OSL or Procurement and Contracts will notify the sponsoring organization of their required attendance at an Event Planning Meeting at least three business days prior to the event date.

**MANNER:**

The sound level for any event may not exceed that which is disruptive to the instructional programs, scheduled events, and/or library or classroom study. Amplified sound is intended to be heard in the immediate area only. Outdoor amplified sound events are subject to monitoring and regulation.

At a distance of 55 feet in front of the stage or speakers, the sound pressure level will be no more than 80 decibels utilizing the scale for outdoor performances. The Office of Student Life or Procurement and Contracts staff will work with the individual(s) sponsoring the event to periodically monitor the sound decibel level. In some instances, additional charges for staffing may apply. This matter would be addressed within the Event Planning Meeting with OSL and/or Procurement and Contracts.

All requests for amplified sound must be approved by the Office of Student Life or Procurement and Contracts. The Office of Student Life, Procurement and Contracts, and/or the appropriate university departments retain the right to monitor and/or limit the sound levels

generated by amplification systems. Enforcement will be the responsibility of the Office of Student Life and University Police.

Compliance with the City of Carson Noise Regulations may also require performers or speakers to adjust the amplification levels of their equipment. Depending on location and setup, a lower decibel level may be required and will be determined and agreed upon within an Event Planning Meeting.

The performing groups and a sound amplification provider acknowledge their awareness of the sound policy by signing a copy of the CSUDH Performance/Vendor agreement.

1. If the sound level exceeds 80 decibels when measured at 55 feet, a warning may be given to the group to lower the volume.
2. No more than one (1) minute will be allowed to correct the volume to an acceptable level.
3. If a second warning must be issued, an additional one (1) minute will be allowed to correct the volume to an acceptable level.

There will not be a third warning. If the volume level is exceeded a third time, the electrical power supply will be shut off and not turned back on. A student club and organization event approval may be revoked immediately. Groups should be advised that this process may damage their equipment and that the OSL and Procurement and Contracts and/or the University assume no responsibility for repairs caused by this action

### **C. POSTING POLICY**

The primary objective of these regulations is to ensure that CSU Dominguez Hills maintains an appearance appropriate to a university campus while providing members of the greater university community with a maximum publicity outlet. Cooperation is essential to creating an environment for students, organizations, staff, and visitors. The University reserves the right to determine time, place and manner for all items related to posting of information. Organizations currently recognized by or registered with the University, campus committees and commissions, individual students, faculty and staff are allowed to publicize on campus, providing they comply with the regulations established by the University. Publicity for off-campus entities and personal notices are regulated by the Office of Student Life and shall be restricted to the following areas:

1. Social Behavioral Sciences Building (Second Floor)
  - a. One board between a display case and the fire alarm
  - b. One board next to a vending machine
  - c. One board next to room SBS B232
2. Small College Complex (2 Boards)
  - a. Two boards side-by-side in Building 9

#### **TIME:**

All posted material may be posted for a period of fourteen (14) calendar days. The "POSTING VALID THRU \_\_\_\_" stamp available through the Office of Student Life must be clearly visible on the face of the posting. Exceptions must be requested and approved by the Office of Student



Life. All posters, flyers, banners, and signs must include a statement of non-affiliation with CSU Dominguez Hills to receive a date stamp at the Office of Student Life. The stamp does not regulate the content of the flier nor the actions and opinions of the entity seeking approval and does NOT necessarily reflect those of the students, faculty, or administration of CSU Dominguez Hills.

## **PLACE:**

### **Designation Posting Areas**

A listing of Bulletin Boards and a map of locations is available in the Office of Student Life. Bulletin Boards inside the Student Union are reserved for Student Organizations and Campus Departments Only. CSU DominguezHills reserves the right to relocate Bulletin Boards in the event of construction or related activities to Facilities work

### **Bulletin Boards**

1. Items posted on designated bulletin boards by Student Organizations and campus departments must:
  - a. be at least 4 x 6 inches
  - b. not exceed 11 x 17 inches
2. Items posted on designated bulletin boards by others must:
  - a. be at least 4 x 6 inches
  - b. not exceed 8 1/2 x 14 inches
3. Only **one** item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesives (tape, glue, stickers, etc.) **may not be used** on any bulletin board or painted surface.
4. Prior to posting of publicity, all student organizations are required to have event approval and confirmation of space reserved.

### **Railings**

1. All metal walkway railings are available for posting except for railings on the South (Vendor) Walkway and the Special Event Railing which overlooks the Sculpture Garden from the Student Union.
2. Use of Welch Hall railings is subject to prior written approval via the Posting Approval Form, accessible through the Office of Student Life, Student Union Administrative Offices, and also online on the websites of these two departments.
3. Items posted on designated railings must be at least 11 x 17 inches but not exceed 3 x 8 feet and appear neat and professional. All items displayed on railings must use zip ties and reinforcement tape, provided free of charge to University recognized and registered student organizations from the Office of Student Life. Adhesives (tape, glue, stickers, etc.) **may not be used** on any railings. Items not properly mounted or posted in areas not designated for posting will be removed and may result in loss of posting privileges for organizations and departments guilty of these violations.
4. Items extending beyond the top of the railings must receive prior approval from the Office of Student Life. No item should extend greater than 18 inches above the railing top and should be no longer than 24 inches.

### **University Buildings**

The administrative entity responsible for University buildings would have authority to approve posting within buildings, including classroom bulletin boards, railings, and free-standing

structures and designated as follows:

**Building Managing Administrator**

Small College Complex	Vice President of Administration and Finance
School of Education	Dean, School of Education
Social and Behavioral Sciences (SBS)	Dean, College of Business and Public Policy
Natural Science and Mathematics	Dean, College of Natural and Behavioral Science
South Academic Complex	Provost and Vice President of Academic Affairs
University Library	Dean, University Library
Gymnasium and Field House	Director of Athletics
LaCorte Hall	Dean, College of Arts and Humanities
Loker Student Union	Director of Loker Student Union
University Theatre	Dean, College of Arts and Humanities
Student Health Center	Director of Student Health and Psychological Services
Child Development Center	Associated Students, Inc.
Extended Education	Dean, College of Extended and International Education
Welch Hall	Vice President of Administration and Finance.
Infant and Toddler Center	Executive Director, University Foundation
University Housing	Housing Director
East Academic Complex	Provost and Vice President of Academic Affairs

**MANNER:**

The University recognizes that signs (i.e., posters, handbills, announcements, notices, brochures) serve as a means for communicating information to the campus community in a timely and orderly manner. Signs containing false, misleading or fraudulent information or expression that constitute criminal or severe harassment, defamation, or obscenity are prohibited. Materials are not to be posted in areas other than designated posting areas. Posting is not allowed on windows, glass doors, elevators, telephone booths, bathroom stalls, sculptures, posts, trees, traffic control/utility poles, signs, vehicles, or planted garden areas. Nothing shall be posted as to obscure previously posted, properly placed materials.

**Sponsorship**

Materials to be distributed or posted must list all the sponsoring organizations.

**Identification of Publicity**

All materials to be distributed or posted must be identified with name and phone number of the person or organization responsible. Email addresses are allowed in lieu of phone numbers for contact purposes.

**California Penal Code**

Materials to be distributed or posted must not be in violation of Section 311-312.7 of the California Penal Code. A copy of the California Penal Code is available in the Office of Student Life.

## **OTHER**

### **Temporary Banners**

Large or major campus events often require posting information in large font sizes so that people can read the information from a distance. The University does not allow for banners to be placed at various entrances/exits to the campus.

Campus departments and programs must contact Facilities Services and receive approval and support in hanging their banners, while student organizations must work with the Office of Student Life to receive approval and support. Banners designed for use in these locations must not exceed a maximum size of four (4) feet in height and eight (8) feet in length.

### **Permanent Banners and Display Cases**

Approval for placement of permanently mounted banners and display cases must be obtained from the Managing Administrator (i.e., Deans, Directors) and their Vice President (i.e., Provost, Vice President for Student Affairs). The managing administrator and Vice President have the primary responsibility for management of the building (see University Buildings section). Once approval is received, for the space desired, coordinate with Facilities Services for installation. The cost of the banner or bulletin board and installation is the responsibility of the organization.

### **Sandwich Boards**

Sandwich boards may not be stationed in areas that obstruct normal pedestrian traffic flow or violate University fire codes. Check with the Office of Student Life regarding the use and placement of sandwich boards. Some approval from University Facilities Services staff may be necessary.

### **Staking**

No signs are allowed to be posted in lawn/turf areas anywhere on campus due to mowing operations.

Signs are allowed to be posted in non-turf/lawn areas such as flower beds or unplanted areas provided that no wooden stakes or posts are used. No signs are allowed to be taped to any campus buildings, directory signs, fences, railings or exterior light poles. Any signs found fastened with tape or posted with metal or wooden stakes may be removed and may not be returned. Facilities Services shall not be responsible for returning signs that violate our “no tape” or “no stake” guidelines.

Common pre-fabricated signs that come with two legged wire that is #10 or # 8 gauge that can be easily pushed into the ground and easily removed without disturbing the soil/landscape area and shall be limited to 10 signs that are evenly distributed across the campus. Use of metal or wooden stakes for postings in the ground are prohibited. All lawn stakes must be approved by the Office of Student Life.

### **Handbills and Circulars**

Distribution of handbills, circulars and flyers is permitted on campus. However, any materials containing false, misleading or fraudulent information or expression that constitute criminal or severe harassment, defamation, or obscenity are prohibited. The campus chooses to exercise its right to regulate the time, manner and place of this distribution in accordance with State law and the Free Speech Policy. Distribution is not allowed in buildings or parking lots. Interference with the normal flow of auto or pedestrian traffic is prohibited.

### **University Housing**

University Housing has additional posting procedures, which are subject to the same non-regulation of content as stated above. The Housing Front Office must be contacted before materials may be posted in these areas

### **Violations**

Violations of these regulations will result in the immediate removal of posted materials, possible loss of posting privileges for the following semester, and/or other restrictions as may be determined by the Office of Student Life and the University. Unauthorized removal of properly approved and posted materials is an act of vandalism and subject to appropriate disciplinary action. Violators to this procedure will be referred to the Office of Student Life and the University.

## **D. CHALKING PROCEDURES**

### **TIME:**

**Daily, 8 a.m. to 10 p.m.**, except for current CSU Dominguez Hills registered students, student clubs/organizations, staff, and faculty, who may chalk at any time in conformity with this Order.

### **PLACE:**

Chalking is permitted on sidewalks provided that chalking must be at least 20 feet away from the building entrances, and may not be conduct on any sidewalk under an overhang, canopy, or other cover.

No chalking is permitted on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, in newly planted garden areas, flowerbeds, or newspaper racks.

### **MANNER:**

The form or chalk must be washable with water. Spray chalk is NOT allowed.

## **E. DISPLAY OR DISTRIBUTION OF PUBLISHED MATERIALS**

The display or distribution of books, newspapers, magazines, pamphlets, or similar published materials is permitted on campus subject to the time, place, and manner regulations, provided that such published materials do not: (1) violate applicable laws pertaining to obscene matters; or (2) consist of term papers, theses, or other written materials submitted for academic credit that the seller knows will be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Code of Student Conduct.

The time, place, and manner regulations and permit approval process for display or distribution

of published materials do not apply to on-campus students, student clubs/organizations, staff, and faculty, and the CSUDH Bookstore and/or CSUDH Foundation.

**TIME: Daily, 8 a.m. to 10 p.m.**, except for current CSUDH registered students, student clubs/organizations, staff, and faculty, who may display or publish at any time in conformity with this Order.

**PLACE:** (1) News publications other than leaflets, pamphlets and/or flyers, but including news books, magazines, newspapers, journals, and periodicals, distributed on University property and made available for members of the university community must be placed in news racks provided by the publishing company; (2) news racks at a building location shall be grouped in a cluster in front of the Loker Student Union East Walkway; the precise placement of the racks shall be determined by Student Life and the Loker Student Union, except for news racks in the Loker Student Union; and (3) news rack placement within the Loker Student Union will be determined by the Director of the Loker Student Union.

**MANNER:** The display or distribution of published materials (1) shall not unreasonably interfere with classes or any other operations of the university, (2) shall not interfere with or obstruct the free flow of pedestrian or vehicular traffic, (3) shall not unduly interfere with campus pedestrian and vehicular circulation, (4) shall be carried out without use of amplification equipment, (5) shall be carried out without prolonged or repeated contact with persons who have declined the transaction, and (6) will be removed on the last day of every month, and shall not occur during commencement. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter.

**REFERENCE:** Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of Regulations, Title 5, Section 42351.

## **F. SOLICITATION (NON-COMMERCIAL AND COMMERCIAL)**

Non-commercial solicitation such as seeking donations or fundraising sales for non-commercial ventures shall be permitted on campus subject to the time, place, and manner regulations set forth in this Order.

Commercial solicitation on a campus is prohibited unless prior written authorization has been obtained from the Campus President or designee. Persons wishing to engage in commercial solicitation on campus grounds may be granted permission (maximum of five (5) business days per academic quarter) if the proposed activity is conducted in accordance with the time, place, and manner regulations established below, unless such solicitation would be in violation of law.

The time, place, and manner regulations and the permit approval process for commercial solicitations do not apply to the fundraising activities of on-campus student clubs/organizations, staff organizations, and faculty. A chartered club/organization's on-campus advisor is responsible for oversight of the club/organization's fundraising activities and ensuring that appropriate approvals are obtained.

**TIME:** Daily, 8 a.m. to **10 p.m.**, except for current CSUDH registered students, student clubs/organizations, staff, and faculty, who may display or publish at any time in conformity with this Order.

**PLACE:** Popular locations are the East and West Walkways adjacent to the Loker Student Union, but solicitation is allowed in any area generally available to students and the community, subject to the following exceptions: 1) Distribution inside university buildings, with the exception of one-off, interpersonal exchanges, is prohibited; and 2) Distribution in campus parking lots or placement of any written or printed materials on or in any motor vehicle parked on the campus is prohibited. Posting paper solicitations on designated campus "general use" bulletin boards is permitted, provided that the paper solicitation shall not exceed 11x17 and be limited to one page per "general use" bulletin board, and the paper solicitation shall be posted for a maximum duration of one month from the permit approval date, with the sponsor clearly identified on the face of the paper solicitation. The location of the Bulletin Boards is available in the Office of Student Life (*See Posting Policies*). Personal solicitation inside campus buildings, with the exception of one-off, interpersonal exchanges, is prohibited.

**MANNER:** Non-commercial and commercial solicitation must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not unduly interfere with campus pedestrian and vehicular circulation, (3) shall be carried out without amplification equipment, (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation, (5) shall not violate applicable laws pertaining to obscene matters, and (6) shall not occur during commencement time periods. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Marketers of credit cards are prohibited from offering gifts to students for their filling out credit card applications (California Code of Regulations, Title 5, Section 42350.6).

**PERMIT:** For approval to engage in commercial solicitation on campus grounds and to obtain the required permit, contact the Office of Student Life at 310-243-2081. This permit must be displayed at all times at the approved location. In addition, all parties must adhere to the guidelines outlined by the Office of Student Life, which can be found by contacting the Office of Student Life.

**REFERENCE:** Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of Regulations, Title 5, Sections 42350.5 and 42350.6.

## **G. COMMERCIAL TRANSACTIONS**

Commercial transactions, including, but not limited to the selling of books, newspapers, magazines, pamphlets, or similar published materials, and the display of property or services for sale on campus are prohibited unless proper written authorization has been obtained from the Campus President or designee. Persons or organizations wishing to engage in commercial transactions or display goods or services for sale on campus grounds may be granted permission

(maximum of five (5) business days per academic quarter) to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and manner regulations established below, unless such commercial transactions are in violation of law. Private sales and sales sponsored by the CSUDH Bookstore and/or CSUDH Foundation are excluded from this section, as are the fundraising activities of on-campus student clubs/organizations, staff organizations, and faculty. For clarification, contact the Office of Student Life at 310-243-2081.

**TIME:** Daily, 8 a.m. to 10 p.m., except for current CSUDH registered students, student clubs/organizations, staff, and faculty, who may display or publish at any time in conformity with this Order.

**PLACE:** (1) Popular locations are the East and West Walkways adjacent to the Loker Student Union, and (2) other areas so designated by the campus designee. Distribution inside university buildings is prohibited. Distribution in campus parking lots of any written or printed materials from any motor vehicle parked within the campus is prohibited. Following authorization of a specified commercial transaction, posting paper solicitations related to said commercial transaction on designated campus "general use" bulletin boards is permitted, provided that the paper solicitation shall not exceed 11x17 and be limited to one page per "general use" bulletin board, and that the paper solicitation shall be posted for a maximum duration of one month from the permit approval date, with the sponsor clearly identified on the face of the paper solicitation.

**MANNER:** Commercial transactions must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not unduly interfere with campus pedestrian and vehicular circulation, (3) shall be carried out without use of amplification equipment, (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation, (5) shall not violate applicable laws pertaining to obscene matters, (6) shall not consist of term papers, theses, or other written materials submitted for academic credit that the seller knows will be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Code of Student Conduct, and (7) shall not occur during commencement time periods. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

**PERMIT:** For approval to engage in commercial transactions on campus grounds and to obtain the required permit, contact the campus designee. The permit must be displayed at all times.

**REFERENCE:** Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of Regulations, Title 5, Section 42350.1.

## **H. ELECTRONIC COMMUNICATIONS**

All use of University information technology resources for purposes of individual or collective free expression must adhere to the provisions of the campus Responsible Use Policy and other policies governing use of University information technology resources.

## **I. COMMERCIAL FILMING AND STILL PHOTOGRAPHY**

The University allows for commercial filming and still photography on campus, subject to approval by the University Communication and Public Affairs Office. Requests must be made to the Associate Vice President of Communications and Marketing. In addition, the Foundation is responsible for coordinating the logistics associated with approved commercial filming. All commercial film and photography requires a permit and certification of insurance. Commercial film and photography projects will be charged a permitting and location management fee, to be determined by the University's Procurement and Contracts office depending on the size and scope of the project.

## **J. OFF-CAMPUS SPEECH BY STATE EMPLOYEES**

In publicly expressing opinions on off-campus issues, state employees have an obligation to take every reasonable precaution to make it clear that they are expressing their personal views and not purporting to represent the University.

## **K. POLITICAL ACTIVITY IN ELECTION CAMPAIGNS BY STATE EMPLOYEES**

Generally, under state law, state employees have the same rights as other citizens to engage in political activities, except that state law places the following limits on state employees' participation in election campaigns:

Employees shall not solicit political funds or contributions from co-workers (other than requests for political contributions sent to a significant segment of the public that may include employees).

An employee who holds or is seeking election or appointment to any political office shall not use that position to influence any University-related personnel matter.

Employees may not use or permit others to use state resources to support or oppose a ballot proposition or a political candidate. Examples of prohibited activity include making telephone calls, writing letters, and sending e-mail messages using University resources or during working hours. (A more detailed explanation concerning this prohibition can be found in CSUDH's Information Technology Resources Responsible Use Policy, Sec. E.6).