

Regulations Concerning Time, Place and Manner for Community Organizations

AP 5550.2

Recognized community organizations may conduct activities which utilize college facilities or grounds only in compliance with Education Code Sections 82537 et. seq. and the following regulations authorized by the Governing Board.

No community organization which prohibits participation in any of its activities on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, marital status, sex, age, sexual orientation or gender identity shall be allowed to use College facilities or grounds. Use of College facilities and grounds by secret societies is prohibited.

I. Recognized Community Organizations

A. Definition

1. Organizations that further the mission of Foothill and De Anza College(s) are educational and/or student centered.
2. Literary, scientific, recreational, educational, or public agencies which in the judgment of the Foothill-De Anza Board of Trustees pertain to the educational, political, economic, artistic, and moral interest of the citizens of the community in which the college resides.
3. Non-Profit organizations, clubs, associations and public agencies organized for character building or welfare purposes.
4. Religious organizations, churches and private or commercial groups, including churches and religious groups that charge fees or solicit contributions.

B. Privileges

The privileges of recognized community organizations include:

1. The use of the buildings, grounds, equipment and services of the College when available for an officially scheduled event per the *Facility Use Policy, Fees, Process and Procedures* document.

II. Procedure for the presentation of programs or activities

- A. Programs or activities intended for members of community organizations and/or the general public require approval from the Coordinator of Facility Rentals.

- B. The presentation of programs or activities requires that the sponsor adhere to the following procedures:
 - 1. Submit a request for the use of college facilities.
 - 2. Complete a *Facilities Application Contract*.
 - 3. Review of the event/program by the President of the College if a controversial speaker or issue is involved. Determination of the applicability of this section will be made by the Vice President of Finance and College Services (De Anza) or the Vice President of Educational Resources and Instruction (Foothill) or their designee.
 - 4. Submit applicable application, fees and deposits.

III. Use of facilities for meetings or other purposes

- A. The sponsor of a community meeting or activity must reserve the desired facility in accordance with established procedures. The Coordinator(s) of Facility Rentals at each campus will indicate the initial determination of the availability of a facility.
- B. Facilities are normally available for use during non-class times or weekends when the event does not interfere with instructional activities.
- C. Reservations for College facilities by community organizations are to be made through the Coordinator(s) of Facility Rentals. Details of the program being proposed must accompany the request for facilities. Once the program plans have been reviewed, the availability of the facility established, applicable fees and deposits received, the facility reservation will be confirmed by the Coordinator of Facility Rentals through the issuance of a *Facility Application Contract*.
- D. Programs and events must be produced in such a manner as not to constitute interference with the instructional program or the orderly operation of the college.

IV. Distribution of Materials

The College regulations governing the distribution of printed and manufactured materials by community organizations are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students or members of the public into buying or receiving printed materials. Material from community organizations is subject to the review of the Director of Student Activities or his/her designee and must be approved for distribution before dissemination.

*Foothill-De Anza Community College District
Board of Trustees
Board Policy Manual – Administrative Procedures*

- A. Organizations and individuals distributing such material on campus shall be appropriately identified.
- B. Distribution of any such material in classrooms is expressly prohibited.
- C. Distribution of materials by community organizations through the College mail services and facilities is not permitted.
- D. Materials to be distributed must be approved for distribution by the Director of Student Activities or his/her designee.
- E. Materials may not be distributed or posted in or on any building on campus except at designated kiosks.
- F. Tables may be set up in authorized areas of the College by community organizations or individuals. Requests must be submitted to the Director of Student Activities or his/her designee for approval. Tables will be scheduled on an availability basis. Institutional and campus organizations will receive priority use of tables.
- G. Tables must be staffed at all times and a placard identifying the community organization must be displayed.
- H. Distribution of all materials is to be reviewed by the Director of Student Activities or his/her designee. An information copy of any material to be distributed must be made available to the Director of Student Activities prior to distribution. All material to be distributed must bear the name of the sponsor.
- I. The collection of signatures for petitions is subject to the same regulations as those which govern the distribution of materials. Such matters as coordination with the Director of Student Activities or his/her designee, identification of the sponsor, and the restrictions as to the areas of circulation, govern petitions as well as distribution of materials.
- J. All materials must be in English or have English interpretations included.

V. Posting of Materials

- A. All materials to be posted must be approved for posting, dated and stamped by the Student Activities Office.
- B. All materials must clearly designate the sponsoring community organization.
- C. Materials that have been approved for posting may only be posted in the Campus Center, kiosks, or other approved areas. Classroom bulletin boards are intended for instructional usage only. Any materials posted in unauthorized

locations, or without being stamped and dated by the Student Activities Office, are subject to removal, at the expense of person(s) or community organization(s) responsible for its posting.

- D. Material may not be posted on doors, windows, tables, painted surfaces, trees, the outside of buildings, or on the ground.
- E. Any outdated material may be removed by any member of the College staff.
- F. Permission may be granted to post materials, on a space available basis, to educational institutions or public service agencies.
- G. The number and size of posters any one organization may post is subject to limitation by the Director of Student Activities or his/her designee.
- H. Placement of materials on parked vehicles is expressly forbidden. Violators will not be allowed to distribute materials on campus.
- I. External banners or electronic messages on campus message boards are reserved for organizations holding events on campus and may only be posted in designated areas when space is available and upon the approval of the Director of College Services (De Anza) or the Director of Student Activities (Foothill).
- J. Exceptions to any of the preceding requirements must be approved in advance by the Director of Student Activities (Foothill) or the Director of College Services (De Anza) for banners and electronic messages.

VI Fund Raising on Campus

Community organizations or individuals may not solicit funds on campus unless it is during an approved fund raising event that has been scheduled through the Coordinator of Facility Rentals (De Anza) or the Director of Student Activities (Foothill).

See Board Policy 5550—Time, Place and Manner

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