

**DISTRIBUTION OF LITERATURE** Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

**Limitations On Content** Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

**Time, Place, And Manner Restrictions** The President or designee shall designate times, locations, and means by which non-school literature that is appropriate for distribution may be made available or distributed by students, registered student organizations, or others at College District facilities.

Distribution of non-school literature shall be conducted in a manner that:

1. Is not disruptive;

2. Does not impede reasonable access to College facilities;
3. Does not result in damage to College facilities;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others;
6. Does not violate College procedures or policy; and,
7. Does not violate local, state, or federal laws.

## SIGNS

For the purposes of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for non-permissible signs, as defined herein, a student or registered student organization may publicly post a sign on District property in areas or locations designated by the Vice President of Student Services. No object other than a sign may be posted on District property.

Before publicly posting a sign, a student or registered student organization must:

1. Deposit in the Vice President of Student Services' office a copy, photograph, or description of the sign to be posted.
2. Give notice to the Vice President of Student Services on a form prescribed by the College President or designee and which may contain the following information:
  - a. The name of the student or organization; and, if an organization, the name of its advisor.
  - b. The proposed general location for posting the sign.
  - c. The length of time the sign will be posted.
  - d. The signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor.
3. Place the date of posting on each sign posted.

A sign may not be:

1. Larger than 22”X28”, unless approved by the Vice President of Student Services or designee.
2. Attached to:
  - a. A shrub or plant.
  - b. A tree, except by string to its trunk.
  - c. A permanent sign installed for another purpose.
  - d. A fence or chain or its supporting structure.
  - e. A brick, concrete, or masonry structure.
  - f. A statue, monument, or similar structure.
2. Posted:
  - a. On or adjacent to a fire hydrant.
  - b. On or between a curb and sidewalk.
  - c. In a college building except on a bulletin board.

A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted.

No person may remove a sign posted or attached in accordance with this section without permission from the Vice President of Student Services, the student, or the registered student organization.

**Non-Permissible Signs**

No student or registered student organization may post or carry a sign that:

1. Involves a non-permissible solicitation.
2. Contains material that is obscene or libelous.
3. Is larger than 22 inches by 28 inches, unless authorized by the Vice President of Student Services.

Disclaimer Materials distributed by a registered student organization must include a disclaimer indicating that the materials or literature are not sponsored by the College District and do not represent the views of the College District, the College's Board of Regents, College officials, faculty, and/or staff.

FACILITIES USE In accordance with rules and regulations regarding use of buildings, grounds, and equipment, the College President or designee shall approve all applications from registered students and/or student organizations for the use of College District property and College District rentals.

Facilities shall be used for meetings or other events in accordance with the mission of the College District and for the benefit of the College District community. Facilities shall not be used for personal events (for example, weddings or personal parties).

Facilities shall not be rented or leased on a long-term basis without prior approval of the Board.

College District use shall have the highest priority in terms of facility usage, i.e., credit classes, workforce education classes, intercollegiate sports, credit-free classes, and student activities have prior claim on all facilities. Facility use for events other than those sponsored by the College District shall be reserved on a first-come, first-served basis.

Requests Written applications for use of a College District facility shall be made through the appropriate scheduling office within a time frame providing adequate notice and planning by the College District, preferably two weeks prior to the requested time of use. All arrangements shall be finalized at least 48 hours before time of use. The rental agreement must be executed, and all fees, if applicable, shall be paid in advance.

Approval The President or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the registered student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

If a request is denied, a written statement of the grounds for rejection shall be provided to the applicant.

**Common Outdoor Area Exception** Common outdoor areas are traditional public forums and are not subject to the same approval procedures. Students and student organizations may engage in expressive activities in designated outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

**Identification** Students or student organizations distributing materials on campus or using college facilities shall provide identification when requested to do so by a College District representative.

**Violations of Policy** Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with College policy and procedures.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

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