

## General Institution

**AP 3900 SPEECH: TIME, PLACE, AND MANNER****References:**

Education Code Sections 66301 and 76120

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 3900 titled Speech: Time, Place, and Manner and these procedures.

The campuses of the District are non-public forums, except for those areas generally available to students and the community, defined as grassy areas and walkways which are reserved for expressive activities that do not violate Board policy and are lawful. The areas are chosen to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but not to disrupt the educational and other activities on behalf of students:

- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the District that are non-public forums specifically may include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

The use of these areas reserved and open for expressive activities is subject to the following:

- No person using the areas shall touch, strike, harass or physically impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.
- No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District through the Office of Student Activities and Advocacy not less than three business days in advance of the activities. No illegal activities will be permitted, no activities which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates.

Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities by contacting the Office of Student Activities and Advocacy.

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material discarded or dropped in or around the areas other than in an appropriate receptacle.

### **Posting**

Designated areas shall be provided for use in posting materials at campus locations convenient for use by students, employees and members of the public. All materials displayed on a bulletin board or in a designated area shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of Student Activities and Advocacy. Materials displayed shall be removed within ten days after the event. First priority is given to College of Marin events and information, on a space-available basis. Lowest priority is given to off campus commercial advertisements. Any posting lacking the appropriate approval stamp or that is incongruent with the mission of the College, policies and/or procedures will be removed. Designated areas are the bulletin board located at the entrance of the Student Services Building at the Kentfield Campus and at the Enrollment Services office at the Indian Valley Campus. Materials posted in other locations, including on windows or walls will be removed immediately.

Office of Primary Responsibility: Student Activities and Advocacy

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Date Approved: June 22, 2010

*(Replaces College of Marin Procedure 8.0021 DP.1)*

**Reviewed/Revised:** February 21, 2017