



Administrative Procedure 3900 Speech: Time, Place, and Manner

Reference: *Education Code Sections 76120 and 66301*

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 and these procedures.

The colleges and campuses of the District are non-public forums, except for the areas designated by the College President, which are reserved for expressive activities which do not violate District policy and which are lawful. The areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students. The areas are designated public forums which are generally available to students and the community as follows:

- West Hills College Coalinga – The outdoor stage located south of the college theater
- West Hills College Lemoore – The outdoor amphitheater in front of the Learning Resource Center (Pedersen-Semas Plaza)
- North District Center, Firebaugh – The southeast section of the outdoor plaza

These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation. 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 college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, locker rooms, and any other area not specified above.

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

- Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas shall touch, strike or 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 or tends to disturb the orderly conduct of the campus or classes.
- No persons using the designated areas shall solicit donations of money, through direct requests for funds, sales of tickets, or otherwise, except where he or she is using the designated areas on behalf of a d 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 College President or his/her designee three (3) business days in advance of the activities. This notice shall include the person's name and contact information, the dates and times he or she will be speaking

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and/or distributing written materials on campus, and the nature of the planned activities. No illegal activities will be permitted, nor 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.

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. Material distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.

Posting

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the College President or his/her designee. Materials displayed shall be removed after the passage of ten (10) days.

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