The students and employees of the District and members of the public, including commercial vendors, shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 5550 and these procedures.

This procedure and its implementing policy shall be applied equitably and fairly. The District shall place no restrictions on any person, organization, or group on the basis of the content of constitutionally protected free speech or free expression.

Individuals found to have subjected any other(s) to sexual harassment, sexual assault including stalking, or other conduct prohibited on college property or at college events by state or federal law, including harassment based on one or more protected class(es) per Cerritos Community College District Board Policy 3410 Nondiscrimination, are subject to disciplinary action, as well as civil and criminal charges. The District shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Complaints regarding discrimination in programs and services will be directed to the Vice President of Human Resources or designee for processing pursuant to appropriate state and federal laws and regulations.

I. DEFINITIONS

For purposes of these procedures, the following definitions apply:

A. GROUNDS OPEN TO THE PUBLIC GENERALLY: Paved, exterior open spaces, and paved exterior pedestrian walkways on District Property except:

1. space that has been reserved for classes, public performances or organized activities;
2. space that has been reserved for food service or eating;

3. parking lots that have been reserved for parking in accordance with the District’s Permitting procedures or other uses designated by the District;

4. vehicular driveways and streets; and

5. stairways and ramps to or between District structures.

Grounds are open to the public generally between the hours of 6:30 a.m. and 10:30 p.m. Between the hours of 10:30 p.m. and 6:30 a.m., these areas are generally closed to all activities except coming and going to a District building.

B. DISTRICT PERSONNEL: Individuals employed by any academic or nonacademic department or division or other official District entity without regard to type of monetary compensation.

C. DISTRICT PROPERTY: Any District-owned, operated or maintained property, including all District grounds and structures.

D. COLLEGE UNIT: Any academic or nonacademic department or division.

E. OFFICIAL DISTRICT FUNCTIONS: Scheduled academic classes and activities; normal daily operations of College units; and programs or activities sponsored by College units in the course of fulfilling their College mission.

F. EMPLOYEE REPRESENTATIVE ORGANIZATION: An independent organization which exists for the purpose, in whole or in part, of dealing with District management concerning grievances, labor disputes, wages, hours and other terms and conditions of employment of employees, as defined by Section 3540.1(d) of the Educational Employment Relations Act (EERA).

G. BOARD-APPROVED CAMPUS ORGANIZATION: Any organization whose purpose is to provide support for the District and/or its students and staff, and which is currently approved by the Board of Trustees.

H. STUDENT CLUB: Any club whose membership is limited to students of the District, and which is currently officially approved, recognized, and/or chartered according to procedures specified in Associated Students of Cerritos College (ASCC) Code.

I. STUDENT: One who is currently enrolled at the College or one who has completed the immediately preceding term and is eligible for re-enrollment.

J. STUDENT GOVERNMENT: The Associated Students of Cerritos College (ASCC).

K. COMMERCIAL VENDORS: Any individual; whether independent or representing, or on behalf of, any other individual or organization; carrying out the purpose(s) of
informing others of, promoting, and/or selling goods, services, information, financial or other instruments, and/or other commercial resources.

Refer also to BP 5570 titled Student Credit Card Solicitation.

II. USE OF DISTRICT PROPERTY

A. General Provisions

1. The District derives its basic authority from the California Education Code. All pertinent local, state, and federal statutes are in force on District property and may be enforced by authorized campus or off-campus agencies.

2. All persons on District Property are required to abide by Board policies and administrative procedures. This includes, but is not limited to, the following prohibitions:
   a. no person on District Property or at official District functions may block entrances to or otherwise interfere with the free flow of traffic into and out of campus buildings;
   b. obstruct or disrupt campus activities;
   c. engage in the production of amplified or non-amplified sound that disrupts campus activities;
   d. camp or lodge, except in authorized facilities or locations;
   e. engage in physically abusive, threatening, harassing or intimidating conduct toward any person;
   f. exhibit disorderly or lewd conduct;
   g. participate in a disturbance of the peace or unlawful assembly;
   h. use, possess, sell, or manufacture narcotic or illegal drugs;
   i. possess weapons, including all firearms of any kind;
   j. fail to comply with the directions of a District official acting in the performance of his or her duties; or
   k. engage in the theft or misuse of District property or equipment.

3. Persons using grounds open to the public generally or who have reserved space for programs or activities under Section VII of these procedures shall not create noise or diversion that unreasonably disturbs the orderly conduct of the campus or classes taking place at that time. Individuals or groups desiring to use amplification at an event in designated exterior areas may reserve time from 11:00 a.m. to 12:30 p.m. Tuesdays and Thursdays during the fall and spring semesters. Such reservations can be made through the Student Activities Office for Student Groups, the Facilities Scheduling Office for College units, and Campus Police for all others. Reservations are made on a first come, first served basis. Amplification will be permitted provided it does not unreasonably disrupt the operations of the District.
Sales or distribution of commercial products on campus must be conducted in accordance with procedures administered by the Student Activities Office. Commercial sales in support of programs and activities of students of the District, Board approved campus organizations, or student clubs is not considered a commercial activity under these procedures, provided that the primary purpose of such is to underwrite a District program or activity, as opposed to personal gain or the promotion or endorsement of a commercial product.

Non-student, community individuals or 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 Chief of Campus Police or designee in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted. No activities will be permitted 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.

4. District property may be used for the purpose of voter registration. Such activity is restricted to grounds open to the public generally (as defined in these procedures).

5. All persons on District property are required, for reasonable cause, to identify themselves to, and comply with instructions of, authorized District officials acting in the performance of their duties.

6. The name, initials, insignia, seal or address of the District or any of its offices or units shall not be used except for official or authorized District purposes.

7. No sign, poster, paint, pencil, charcoal, chalk, ink or other writing, marking, or posting medium may be placed, affixed or applied to the walls, ceilings, windows, floors, roof areas or other surfaces of campus buildings or structures, streets, parking lots, driveways, walkways, lighting and other utility poles, campus signs and poles, construction fences, trees or shrubbery, except as provided for in Section V of this procedure.

III. FREE SPEECH AND ADVOCACY

A. On District grounds open to the public generally (as defined in these procedures), individuals and groups may assemble and engage in discussions and other speech provided that individual privacy and orderly operations of the District are not disrupted. Space is available on a first-come, first-served basis, subject to the prior reservation of certain spaces under Section III.B., below.
B. Space may be reserved in designated areas in accordance with the provisions of Section VII.G.2. of these procedures.

IV. DISTRIBUTION OF LITERATURE

A. 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.

B. Literature may be distributed on District Property or at official District functions subject to the following provisions:

1. On District grounds open to the public generally (as defined in these procedures), literature may be distributed provided that:
   a. the free flow of traffic at any point is not obstructed;
   b. it is not forced upon others;
   c. it is not placed on or in vehicles parked on campus;
   d. tables or portable (i.e., hand carried) displays used to facilitate distribution are placed on paved pedestrian walkways, do not block the walkways or entrances to buildings so as to impede the free flow of traffic, and are attended to at all times by the individuals or groups sponsoring the distribution; and
   e. it does not litter the area.

2. Literature advertising any on-campus program for which a donation is requested must make it clear that such a donation is not required as a condition of admission nor may a specific amount of donation be indicated.

3. In campus buildings or at District events or programs, literature may be distributed only in accordance with the following provisions:
   a. literature may be distributed only in rooms or areas reserved for meetings or programs and only by the group which has reserved the room or area; and
   b. only in compliance with the restrictions stated in Section IV.A.1., a through e of these procedures.

V. POSTING OF LITERATURE, SIGNS, OR BANNERS

A. Literature, signs, or personal announcements may not be posted on District bulletin boards, buildings, or elsewhere on campus, except that:
1. materials may be posted on College Unit bulletin boards with the prior consent of the College Unit; and
2. materials may be posted on the designated, open posting boards and locations on campus and must comply with the established size limitations.

B. All materials posted including signs and banners shall clearly indicate the name of the sponsoring College Unit, Student Government, Board-Approved Campus Organization, Student Club, Employee Representative Organization, or other group or individual.

C. Material posted shall be considered expired and removed as of the last event date on the material or as of the removal date affixed by the District or when deemed weathered and unsightly by District personnel.

D. Posting of literature and materials within the areas of College Units or on Unit bulletin boards must be in accord with the specific procedures applicable to such areas and boards. Information regarding the specific procedures may be obtained from the individual Units. Such procedures shall ensure that all materials conform to the general provisions governing distribution and posting.

E. Posters, signs, or banners which are written in any language other than English must provide, on the same poster, sign or banner, an accurate and complete translation, in English, of the information contained therein.

F. Posters, signs, banners, and other materials and literature advertising official District functions may be placed in designated posting locations on campus. (Note: The use of windows or any painted, metal, plastic or wood surfaces is prohibited.)

G. “Sidewalk chalk” may be placed by Student Government, Student Clubs, or the Child Development Center only in those locations authorized by the Facilities Department and either the Student Activities Office or the Child Development Center, as applicable.

H. Banners and signs may be placed by Student Government or Student Clubs only in those locations authorized by the Student Activities Office.

VI. FUND RAISING

A. On District grounds open to the public generally (as defined in these procedures), individuals and groups may engage in fundraising through direct requests for funds or sales of tickets or materials provided such activities comply with the requirements in Section IV.A.1., a through e above, and do not disrupt the orderly operation of the campus.
B. All Student Club fund raising activities must have the prior authorization of the Student Activities Office to ensure proper accounting and expenditure of such funds.

VII. PROGRAMS AND ACTIVITIES

A. College Units, Student Government, Board-Approved Campus Organizations, Student Clubs and Employee Representative Organizations are authorized to use District Properties for organized programs and activities subject to the provisions of these procedures.

B. Non-college organizations’ use of designated and available District Properties shall be in accordance with the specific policies governing such use, as administered by the Facilities Scheduling Office.

C. A request for use of District Properties may be denied if the request is not in accordance with Board policies and these procedures, and shall be denied if circumstances are such that the use will unreasonably disrupt the orderly operation of the campus. Denial of use requests by authorized users may be appealed to the appropriate College Vice President or designee. Denial of use requests on the basis of unreasonable disruption shall be accorded a prompt appeal directly to the appropriate Vice President or designee.

D. Activities, programs or events must not unreasonably disrupt official District functions or the orderly operation of the District. If any unscheduled or scheduled activity unreasonably disrupts the orderly operation of the District or an official District function or any other scheduled activity, it shall be discontinued at the direction of Campus Police or, in the absence of the Campus Police, by duly authorized administrators.

The criteria to be used to determine whether an activity, program or event unreasonably disrupts the orderly operation of the District or an official District function or any other scheduled activity shall include the following:

1. The availability of proximate, alternate locations which afford opportunities for similar or larger-sized audiences;
2. the expected duration of the activity;
3. the activity's timing in relation to the academic calendar (for example, proposed scheduling during the first week of classes or during final examination week);
4. the number of participants; the expected noise level to be generated by the activity; and
5. the need for District resources and personnel to facilitate, oversee, or control the activity.

E. District property may be available for reservation for activities, programs, or events. For direction to the appropriate department regarding scheduling, student groups shall first contact the Student Activities Office and all other groups shall
contact the Facilities Scheduling Office. Such use must be for activities, programs
or events which are directly related to the purposes of the sponsoring entity. Such
use is also subject to the specific limitations and scheduling procedures of the
facilities involved. No reservations by Student Government or Student Clubs may
be finalized until arrangements have been approved by the Student Activities
Office. Permission to use facilities shall not necessarily confer endorsement by the
District.

F. Users requiring special facility arrangements, equipment or staffing may be
assessed charges for such. Deposits and/or other financial accountability may be
required.

G. Outdoor Areas
      a. Outdoor areas of the campus may be reserved for activities and programs
         in accordance with Board policies and campus procedures, and specific
         restrictions applicable to each area.

      b. Use of outdoor areas must not interfere with the use of those areas by
         others for other than reasonably short periods, or unreasonably disrupt the
         orderly operation of the campus or official District functions, or unreasonably
         disrupt the peace and quiet of the campus and the community adjacent to
         the campus.

   2. Designated Areas
      a. The specific areas (listed below) may be used for programs or activities
         subject to the General Provisions (above) and specific restrictions
         applicable to each area. Use of these areas may be substantially altered or
         precluded due to construction or renovation or other District activities:
          (i) The paved areas of the quadrangle known as “Falcon Square” and
              generally bounded by the Student Center, Fine Arts, Library, and
              Burnight Center buildings;
          (ii) the paved area, except for space reserved for outdoor dining, generally
              bounded by the Liberal Arts, Business Education, Social Sciences, and
              Administration Buildings; and
          (iii) pedestrian access ways onto the campus from parking lots.

      b. For scheduled events, such areas as shall freely allow access to the
         pedestrian traffic flow to and from the special event but shall not interfere
         with ingress to or egress from the special event.

   3. Restricted Areas: Areas essential to the operation of the District are not
      available for programs and activities. These areas include, but may not be
      limited to: interior hallways and stairways, elevators, classrooms, bathrooms,
      locker rooms, lobbies, office waiting areas, employee/student offices,
warehouses, storage or maintenance yards, mechanical rooms, and storage rooms.

Refer also to BP 5570 titled Student Credit Card Solicitation.

Office of Primary Responsibility: Vice President, Student Services

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