



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 723.01

RELATED TO POLICY NO. 723 FREE SPEECH & DISTRIBUTION OF MATERIALS

TITLE: FREE SPEECH – DISTRIBUTION OF MATERIALS

Umpqua Community College supports and encourages open debate regarding political, commercial, cultural, religious or other causes. Individuals and groups are expected to comply at all times with college procedures that govern public access to, and use of, college facilities. The college reserves the right to deny access to its property to any individual or group who violates the procedures.

Campus free speech

Members of the college community and visitors to campus may express any point of view free from harassment in such expression.

Members of the college community, speaking only for themselves and not for the institution, may express their views both publicly and privately on issues of interest to them.

Members of the college community may also invite speakers representing a viewpoint of their choosing. Conduct intended to prevent invited speakers from speaking, that disrupts the operations of the College or that is intended to physically restrain members of the academic community and campus visitors by physical force are prohibited.

The right to express your opinions does not include the right to disrupt the normal operations of the college.

Any activity that endangers the safety of the college community or that result in damage or defacement of any college facilities or College property is prohibited.

Peaceable assembly

Demonstrators must conduct themselves in a manner that does not interfere with the daily functions of the College. All assemblies shall be conducted in an orderly manner.

The College provides the following guidelines and procedures for individuals and groups using College facilities and or property:

- Any member of the college community, visitor or group must reserve the college facilities per the appropriate procedures prior to scheduling an assembly.

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- Allocation of College space and facilities shall be made on the basis of time, space availability, and priority of request.
- Demonstrators/visitors must conduct their activities in a manner that does not interfere with, or disrupt the college's instructional programs or student services. Making loud noises, whether created by electronic or other sound amplification or any other means that interferes with the conduct of classroom, laboratory, library, office or other activities on campus is prohibited.
- Obstructing doorways, sidewalks, or otherwise interfering with the normal movement of students, staff, or the general public on campus is prohibited.
- Demonstrators/visitors shall not impede, harass, or intimidate students, staff, or the general public.
- The college, at all times, will insist upon compliance with the health, safety, and fire laws and regulations of appropriate governing authorities. Upon request by the College, the event sponsor must provide evidence that adequate provision has been made to protect the health, safety and welfare of the campus community.
- The president (or designee) reserves the right to direct demonstrators as needed to prevent interference with college classes or other college activities.
- Demonstrators/visitors, at the conclusion of their visit, shall clean up and remove all trash and litter from the designated area where the assembly occurred.
- Demonstrators/visitors may not sell any goods or services on campus without the express approval of the President or a Vice President.
- Demonstrators/visitors shall comply at all times with college rules and regulations that govern public access to, and use of, college facilities.

Assemblies that violate these rules or other college facility use policies, procedures or rules may be ordered to disperse by the president (or designee).

Distribution of materials

Guidelines for distribution of materials, which includes books, magazines, newspapers, handbills, leaflets or other similar non-commercial materials are:

- Any groups or individual who wishes to distribute non-commercial materials on campus must first register with the Director for Student Life at the College and identify their desired distribution site and schedule. Distribution sites will be assigned based on availability. Distribution of materials indoors is limited to the Campus Center building, unless otherwise approved by a building supervisor.
- Distributors may be provided with a table from which to distribute materials, depending on availability. Visitors must remain within the vicinity of the table.
- All materials distributed must identify the publishing agency and/or distributing organization or individual.

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- Distributors may not obstruct doorways, sidewalks, or otherwise interfere with the free movement of students, staff, or the general public.
- Distributors shall not harass, or intimidate students, staff, or the general public and must at all times, comply with all health, safety, and fire laws and regulations on campus.
- No electronic or other sound amplification is allowed.
- Printed matter shall not be placed on any vehicle parked on campus.
- Individuals who are distributing materials, at the conclusion of their visit, shall be responsible to clean up and remove all trash and litter from their designated area.

Any distribution of materials as authorized by the College shall not be construed as support or approval of the content by the College Board of Trustees.

Posting of materials

All non-UCC and non-ASUCC materials posted on exterior campus bulletin boards must be stamped with the date it is posted by the ASUCC Student Government office or Student Life office. Non-UCC and non-ASUCC materials which do not bear the date stamp will be removed.

Posting guidelines are posted on the bulletin boards. Any posting in violation of the guidelines will be removed.

Materials for events with an expiration date will generally be removed the day after the event. Materials with no specific expiration date will be removed 30 days from the date stamp.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 04/26/12

DATE OF LAST REVIEW: