



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Finance & Administration

Approved By: Richard R. Rush
President

Policy Number: FA.83.002

Effective Date: 4/10/07

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Policy on Solicitation, Public Meetings, Performances, Rallies and Similar Events

PURPOSE:

As a public institution of higher education, California State University Channel Islands is dedicated not only to learning and scholarly research, but also to the creation of a campus environment that encourages the exchange of ideas and opinions, responsible citizenship and respect for the rights and viewpoints of others. This policy is intended to provide general guidance in the use of university buildings and grounds in regards to solicitation, public meetings, performances, rallies, and similar events.

BACKGROUND:

California Code of Regulation, Title V Article 9, Use of CSU Buildings and Grounds sections 42350.5 Solicitation, 42353 Public Meetings, Performances, Rallies and Similar Events, and 42354 Notice. California Penal Code Sections 415.5 Disturbance of Peace at a State University. California State University Channel Islands Administrative Policy FA.83.001, Policy on Use of Facilities.

POLICY:

Accountability:

The chair and members of the Events and Facilities Committee and the Director of Public Safety.

Applicability:

This policy applies to all California State University Channel Islands (CSUCI) faculty, staff, students, tenants, contractors, volunteers, and visitors on university property.

Definition(s):

Solicitation- Solicitation means to request, or endeavor to persuade or obtain by asking, but does not include commercial solicitation.

Tenants- Tenants are defined as any organization, person or employees of an organization or person(s) with an executed lease with CSUCI.

University Property-University property is defined as all property owned leased and/or controlled by CSUCI.



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Text:

The use of university buildings and grounds for public meetings, performances, rallies, solicitations or other similar functions or events may be permitted in accordance with reasonable directives issued by the campus President as to the time, place and manner and in accordance with the University's Administrative Policy FA.83.001 Policy on Use of Facilities and SA.07.003 Policy on Distribution of Written Materials. All individuals and organizations must arrange for the use of university facilities or grounds through the Events and Facilities Committee. Any such event occurring on campus in violation of established university directives regarding time, place and manner is prohibited.

Solicitation

External Individuals or Organizations

Any circulars, flyers or other form of written material for distribution or solicitation purposes must be submitted with the Events and Facilities Use Request Form to the Events and Facilities Committee for approval.

Time:

8:00AM-5:00PM Monday through Friday

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.



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CSUCI Students

Before submitting a request to the Events and Facilities Committee, all students, student clubs or organizations must secure the approval of the Vice President of Student Affairs or designee.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

CSUCI Faculty and Staff

Before submitting a request to the Events and Facilities Committee, faculty shall notify and secure the signature of the Vice President for Academic Affairs and staff shall notify and secure the signature of the Vice President for Finance and Administration.

Time:

As determined and approved by the Events and Facilities Committee.



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Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

Public Meetings, Performances, Rallies, and Similar Events

Time:

8:00AM-5:00PM Monday through Friday

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.



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External Individuals and Organizations

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

Manner:

These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize any unauthorized amplification or other unduly loud noise.
- Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.
- Fail to comply with a lawful order of a public safety officer or university official in the performance of their duties.

CSUCI Students

Before submitting a request to the Events and Facilities Committee, all students, student clubs or organizations shall notify and secure the approval of the Vice President of Student Affairs prior to any rally, demonstration or march.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

Manner:

These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize any unauthorized amplification or other unduly loud noise.



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- Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.
- Fail to comply with a lawful order of a public safety officer or university official in the performance of their duties.

CSUCI Faculty and Staff

Before submitting a request to the Events and Facilities Committee, faculty shall notify and secure the signature of the Vice President for Academic Affairs and staff shall notify and secure the signature of the Vice President for Finance and Administration.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

Manner:

These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize any unauthorized amplification or other unduly loud noise.
- Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.
- Fail to comply with a lawful order of a public safety officer or university official in the performance of their duties.