



I. Procedures for Time, Place and Manner and the Use of University Buildings and Grounds

In support of the CSU Channel Islands (CSUCI) Policy for Time, Place and Manner and the Use of University Buildings and Grounds, the procedures outlined below have been enacted. These procedures apply to all students, employees, auxiliaries, and visitors of CSUCI.

II. Public Meetings, Performances, Rallies, Demonstrations, or Similar Public Events

Members of the University (students, faculty and staff) and external community members may use campus buildings and grounds for public meetings, conferences, performances, rallies, demonstrations, and similar events in accordance with the general limitations described in the Policy for Time, Place and Manner.

Not all University property, facilities and services are available for reservation or requests for non-instructional purposes. Information concerning reservation and availability for non-instructional use may be obtained by contacting Conferences & Events at 805-437-3900 or events@csuci.edu.

There may be a fee or fees charged for the rental of a facility, security, parking, and custodial services. The fee shall be based on the venue rented and the number of attendees. Conferences & Events will determine the schedule of fees. The content or subject of the event is not a measure or consideration in determining a rental fee.

Recognized student clubs or organizations requesting building or facility reservations should contact Campus Life (Student Engagement Center) located in Bell Tower East Room 1808 or 805-437-3356.

Any external individual or group that wishes to conduct a demonstration or protest on University property, should inform the University's Police Department located in Placer Hall, 805-437-8444.

II. Sound Amplification

Outdoor sound amplification is limited to the Central Mall between University and Ojai Halls, except where advance approval is obtained from Conferences & Events at 805-437-3900 or events@csuci.edu. With advance approval from Conferences & Events, a one-hour grace period may be granted prior to the start of an event to provide for necessary sound checks.

V. Solicitation (Commercial Transactions and Non-Commercial Solicitation)

External individuals, groups or vendors interested in doing business (commercial transactions) on University property require advance approval from Conferences & Events at 805-437-3900 or events@csuci.edu. Generally, private sales are excluded unless otherwise noted.

Standardized reservation fees and daily rate charges for commercial sales are available through Conferences & Events.

External individuals or groups who wish to conduct non-commercial solicitation such as ballot or petition signature-gathering, information provided by non-profit organizations, free merchandise, or other non-commercial solicitations, upon arrival at the campus should check-in with the University's Police Department located in Placer Hall, or 805-437-8444.

VI. Handbills and Circulars

Non-commercial handbills and circulars may be distributed by hand in the designated public forums identified in the Policy for Time, Place and Manner, or other University walkways and outside entrances to University buildings provided that the activity conforms to the general limitations described in the Policy for Time, Place and Manner and within sections A and H.

VII. Display or Distribution of Published Materials

The display and distribution of published materials is permitted provided such activity conforms to the general limitations noted in the Policy for Time, Place and Manner and within sections A and H.

VIII. Postings

Posting requests shall be reviewed and approved in advance as noted below and according to the [request for posting requirements](#).

All postings must be approved in advance as follows:

- CSU union-affiliated activities and communication: no approval necessary
- CSUCI academically-related postings by faculty or staff: no approval necessary
- Students or Student Clubs and Organizations: approved by Campus Life (Student Engagement Center)
- Staff (non-academically-related postings): approved by their Vice President or designee
- External individuals, businesses, non-profits or organizations: approved by Communication & Marketing

Approved materials will be posted by University staff within two to four (2-4) business days. All postings are subject to the following:

- Postings or signage content must include the name of the event/activity, date, time, and place of event/activity; and contact person, telephone or web address.
- Large event posters approved for placement on walls immediately adjacent to bulletin boards should only use putty or blue masking tape to adhere to the wall.

- Tacking, painting, pasting, marking, writing, gluing, stapling or otherwise affixing signage is not allowed on any surfaces.
- Stickers, including foot signs, may not be posted onto any surfaces.
- Postings are prohibited from the following: acoustic boards, building walls/lobbies, balconies, benches, bus shelters, doors, fences, fountains, sculptures, light posts, newspaper or magazine racks, permanent way-finding signage, railings, restrooms or stalls, stairwells, traffic mirrors or control signs, trees, trash or recycling receptacles, and windows.

Lawn banners to advertise campus events may be displayed outdoors and should not exceed 36” x 96” in size. Reservations to use aluminum display frames can be made by contacting Conferences & Events at 805-437-3900 or events@csuci.edu. Requests for banners to advertise campus events or activities to be hung from the Student Union Treehouse Courtyard are to be approved and installed/removed by Student Union Building staff at student.union@csuci.edu or 805-437-2622.

Lawn signs with wire or plastic supports may be displayed up to 10 days to promote campus student government elections or candidates with advance approval by the ASI Executive Director or designee. The Student Union may display lawn signs with wire or plastic supports on the lawn of the Student Union Treehouse Courtyard. The campus bookstore may request lawn signs to be displayed up to 10 days on the main core of the campus by contacting Communication & Marketing.

Requests for outdoor temporary displays, exhibits or message boards for campus events or activities, require advance approval from: 1) approver noted above, 2) Communication & Marketing at communication.marketing@csuci.edu, and 3) Conferences & Events at 805-437-3900 or events@csuci.edu. Displays, exhibits or message boards that require to be secured to the ground due to size or weight, require advance approval by Communication.marketing@csuci.edu and installation by Facilities Services; it may only be displayed a maximum of 10 days.

Requests for chalking on sidewalks for campus events or activities require advance approval from Facilities Services and the approver noted above. Chalking may only be displayed a maximum of 10 days. The requestor will be responsible for any costs associated with cleaning/removal of the chalk by Facilities Services.

Vehicle or pedestrian directional signage for campus events or activities should not exceed 24” x 36” in size and shall be placed by University staff in accordance with Public Safety’s [Sign Placement Procedures](#).

Postings for Non-commercial or Commercial Solicitations/Transactions

Requests for posting of non-commercial or commercial solicitations/transactions by external individuals, businesses, or non-profits, require a sample of the materials to be emailed to communication.marketing@csuci.edu for review and approval.

Once approved, the requestor will provide the materials as indicated in the [request for posting requirements](#). Materials will be posted for a maximum of 14 calendar days for a single event or activity. Materials will not be posted inside classrooms. All postings will be removed no later than two (2) business days after the event or by the expiration date noted on the posting.

IX. Fundraising Activities

Requests for fundraising events or activities require the following approvals:

- Students, student clubs or organizations: 1) Campus Life (Student Engagement Center) and 2) University Advancement by contacting the Senior Director of University Development at 805-437-1662.
- Faculty and staff: University Advancement by contacting the Senior Director of University Development at 805-437-1662.
- All sales of food products including but not limited to packaged candy, Girl Scout cookies, bake-sales, etc., must be approved in advance by the University's Auxiliary Services to ensure compliance with health and safety codes and standards. Auxiliary Services may be contacted in Lindero Hall or uas@csuci.edu.