



Time, Place and Manner (Interim)

Recommended By: Vice President of Student Affairs or Designee

Approved: Vice President of Student Affairs or Designee

Contact Office: Student Affairs

Policy number: INTERIM POLICY

This Presidential Order is issued by the University President, pursuant to California Code of Regulations, Title 5, sections 42350-42353, and concerns the use of university buildings and grounds for purposes of commercial transactions and solicitation, non-commercial transactions and solicitation, freedom of expression activities, amplified sound, and posting or chalking, including the distribution of handbills and circulars at Sonoma State University. It applies to students, student organizations, campus affiliated organizations, faculty, staff, and other off campus groups or persons while on campus grounds, including commercial vendors or solicitors. Except where noted and/or where other Orders are incorporated by reference, this Order is intended to be the controlling document with regard to the University's time, place, and manner restrictions on commercial transactions and solicitation, non-commercial transactions and solicitation, freedom of expression activities, amplified sound, and posting or chalking, including the distribution of handbills and circulars. To the extent that any earlier SSU campus policies are or appear to contain provisions in conflict with this Interim Policy, those earlier policies are expressly superseded by this Interim Policy.

I. **Statement of Core Principles: Free Speech**

It is the policy of Sonoma State University to uphold the rights of campus community members to exercise their constitutional rights as they pertain to free speech and peaceable assembly. With the goal of fostering and sustaining a forum for the free exchange of ideas, opinions, and personal values, the University encourages discussion and debate as a means for personal growth when engaging differing viewpoints. Sonoma State University embraces the notion that expression may take a variety of forms, such as speeches, signs, written materials, public

assemblies, parades, demonstrations and artistic representation. This policy details the guidelines for expression of speech and assembly for members of the campus community or visitors in order to maintain the safety of all involved and foster an environment for higher learning to continue.

Accordingly, the campus community is asked to be tolerant of differing points of view and to respect the rights of others to express themselves. While one may find certain expressions or materials to be quite offensive or even insulting, the appropriate way to counteract such materials is through discourse, criticism, and the expression of contrary points of view. Free speech is allowed and supported as long as it does not violate other laws or university orders, policies or procedures, or compromise public safety. Printed materials that include slanderous/libelous statements are not permitted. Any member of the campus community who finds freedom of expression activities or posted materials to be offensive or disrespectful is encouraged to contact the responsible organization or individual to address their objections.

This policy is established and withheld under the authority of Title 5 of the California Code of Regulations, Education Code, state and Federal law, as well as directives, executive orders, resolutions and standing order of the Board of Trustees, the Chancellor of the California State University, and the President of Sonoma State University.

II. **Use of University Buildings, Facilities or Grounds**

The use of campus buildings, facilities or grounds for purposes of non-commercial solicitations, commercial solicitations or transactions, freedom of expression activities, amplified sound and posting or chalking, including the distribution of handbills and circulars is contingent upon the agreement of those engaging in such activities to assume responsibility for observing the following:

1. The activities must be conducted in a lawful manner.
2. The activities must not unreasonably interfere with instructional programs or the operation of the campus.
3. The activities must conform to the time, place, and manner restrictions established by this Order.
4. The activities must be conducted in conformance with all applicable federal, state, and local laws, as well as university policies, procedures, and regulations.

5. The activities must abide by the University's alcohol and other drugs (AOD) policy.
6. No events will be scheduled during commencement ceremonies or at times that compromise the orderly operation of the University.
7. Non-campus affiliated activities must be registered with the Division of Student Affairs prior to the start of the activities and should conform to this Order.
8. Camping on University property or living in privately owned, temporary lodging parked or erected on university property is prohibited without written permission from the University. (Issued Pursuant to Title 5, Calif. Code of Regulation 41301 (1) s).
9. Erection of any temporary structure on campus must be approved by Facilities Management for the safety of all participants and by-standers. (Refer to the Use of Campus Facilities Procedure).
10. Pets will be allowed on campus only when on a leash and accompanied by their owner. No animals, except when being used for official University instructional purposes, and/or service animals, will be permitted inside campus buildings without prior approval of the University. (Issued Pursuant to Title 5, Calif. Code of Regulation 41301 (1) s).
11. Prohibition on firearms: Without specific permission from the President or designee, it shall be prohibited on property or areas under the control of the University, for any person to fire, discharge, shoot, or operate, or to assist or participate in the firing, discharging, shooting or operating, or have in his or her possession, care, custody or control, any gun, revolver, pistol, firearm, pellet gun, paint gun, spring gun, air gun, sling, sling shot, or device designed, or intended, to discharge, or capable of discharging any dangerous missile, or any cartridge, shell ammunition, or device, designed or intended to be used in or fired from, any gun, revolver, pistol, or firearm, or other device intended to project a missile. (Issued Pursuant to Title 5, Calif. Code of Regulation 41301 (1) s).
12. A person shall not shoot any arrow or similar missile, and a person shall not cause or permit any arrow or similar missile to be shot on University property, except as a part of a University course of study or official sponsored activity. (Issued Pursuant to Title 5, Calif. Code of Regulation 41301 (1) s).
13. A person shall not wear a mask, personal disguise, or otherwise conceal his/her identity with the intent of intimidating any person or group, or for the purpose of evading or escaping discovery, recognition, or identification in the

commission of violations of University policy, University regulations or municipal, state, or federal laws. Without specific permission from the President or designee, it shall be prohibited to engage in, participate in, or assist participants in any game which involves the ambushing, lying-in-wait for, or following another person by means of stealth; or to participate or assist in the participation in any game which would involve the firing of any device as defined in the preceding paragraph.

14. No person, while participating in any demonstration, rally, picket line, or public assembly, shall carry or possess a signpost, pole, pipe, or stake fabricated from metal or composite material of any width or diameter. Sign posts made from wood or foam are allowable providing the dimensions do not exceed one-fourth inch in thickness and two inches in width, or if not generally rectangular in shape, such object shall not exceed one half inch at its thickest diameter.
15. No person, while participating in any demonstration, rally, picket line, or public assembly, shall carry or possess any of the following:
 - signs exceeding the size restriction of 24” by 36” (signs will only be allowed if made of foam core, cardboard or paper)
 - mace/pepper spray
 - baton or club type device
 - helmets and/or face shields, gas masks
 - flammable liquids
 - torches or open flames (except as authorized by University officials)
 - aerosols/pressurized canisters
 - drones and other unmanned aircraft systems
 - laser pointers
 - toy or replica guns
 - wagons or carts that can be pulled, ladders or other items that could be used as a barricade or device intended to be used to push or manipulate crowds
 - any other items determined to be potential public safety hazards

Authority. Campus regulations and procedures are adopted pursuant to the authority of the University President, who is responsible for the general welfare of the campus over which he/she presides. (See Title 5, California Code of Regulations, Sections 42350-53 and 42402).

Violations. Violations of this Order constitute a violation of an order of the University President, Sonoma State University, and applicable statutes and regulations. Violations may result in removal of the offending party or parties from the campus, as well as possible loss of further use of campus facilities and grounds. Personal or corporate liability for any cost incurred by the campus due to the improper use may be imposed upon the responsible party(s). In addition, a violation of this Order may constitute a crime under the Penal Code and the offending party may be found guilty of a misdemeanor pursuant to Education Code Section 89031, and also may subject the violator, if a student, to student disciplinary action pursuant to Title 5, California Code of Regulations, Sections 41301-41303. Non-campus affiliated groups or individuals may also have their future privileges revoked under Section 626 *et seq.* of the Penal Code. Complaints and revoked privileges will be monitored through the Division of Student Affairs and the Judicial Affairs Office. Appeals of violation determinations must be made no later than thirty (30) working days following the determination. Decisions on appeal shall be made within ten (10) working days of submission. Appeals shall be heard by the Associate Vice President and Dean of Students, whose decision is final.

III. **Procedures for Use of University Buildings, Facilities or Grounds**

A. **Freedom of Expression Procedures**

Sonoma State University believes that the search for knowledge requires the freedom to speak openly about concerns and issues. All students and employees of Sonoma State University and members of the public are free to lawfully exercise their constitutional right to freedom of expression on university property. Freedom of expression activity includes, but is not limited to, pure or symbolic speech, assembly, meeting, demonstrations or rallies, picketing, petitioning, distributing flyers, mime and theater, music and singing, survey research, and religious or political activity. The university may establish reasonable time, place, and manner regulations regarding the use of its public facilities to ensure that individuals and groups exercising their legitimate rights do not infringe on the rights of others or disrupt the educational process or other operations of the university.

The exercise of freedom of expression and assembly rights must comply with all applicable federal, state, and local laws. Illegal speech activity not protected by the First Amendment to the U.S. Constitution or by this policy includes defamation, obscenity, terrorist threats, false advertising, and the promotion of actual or imminent violence or harm.

Freedom of expression activity is subject to Sonoma State University's **time, place, and manner restrictions**. To ensure that the orderly and peaceful flow of campus business and activities will not be disrupted, all non-campus affiliated organizations or individuals wishing to engage in freedom of expression activity should schedule the time and location of such an event in advance with the Division of Student Affairs, thereby avoiding a conflict with a special campus or student event that may already be scheduled, which take precedence, the prior scheduling of which, along with life/physical safety issues (e.g., water main/power line breaks and the like), shall be the sole bases for declining to schedule free expression activity that otherwise adheres to this Order.

Time, Place, and Manner Restrictions

Reasonable time, place, and manner restrictions on the use of public forums are permissible, provided that they are carefully designed to (1) coordinate the appropriate use of a particular location for speech activities, remain viewpoint-neutral, and not to prohibit particular forms of expression; (2) "serve a significant government interest" and are not more extensive than necessary to serve that interest; and (3) "leave open ample alternative channels for communication of the information." They must be clear and specific enough to place the public on notice as to exactly what is authorized and what is forbidden. Sonoma State University, like most other institutions, routinely sets forth regulations pertaining to the way activities may be conducted. Three examples of such restrictions follow.

- Scheduled events take precedence over spur of the moment activities.
- Because an event may interfere with classes in session and/or other activities, sound amplification is generally limited to times when classes are not in session. See Amplified Sound Procedures further below.
- Activities that restrict or disturb the routine business of the University are generally prohibited or closely monitored and as such, may be directed to cease should it be determined that such activity is restricting or disturbing the routine business of the university.

Time: Daily, 8 a.m. to 10 p.m., except for current Sonoma State University registered students, student clubs/organizations, staff, and faculty, who may engage in freedom of expression activities at any time.

Place: Approved freedom of expression activities may take place on campus with the following exceptions: inside parking lots and university buildings and within 20 feet of any location in which instructional, educational and/or official

business activities are being conducted. Popular locations include outside the Student Center and the Mario Savio Speakers' Corner next to International Hall.

Manner: Freedom of expression must be conducted in a manner that (1) shall not interfere with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not interfere with or disrupt the conduct of university business, (3) shall be carried out without creating excessive noise by use of a device, (4) shall not unreasonably interfere with classes in session or other scheduled academic, educational, cultural/arts programs, (5) shall not promote an unlawful end, such as promoting actual violence or bodily or property harms, terrorist threats, defamation, obscenity, and false advertising, and (6) shall not violate any federal, state or local safety code, such as regulations set by the State Fire Marshal. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day. These procedures will be administered by the Vice President for Student Affairs, and will be enforced by the University Police Department, and, when appropriate, Judicial Affairs. Enforcement will comply with existing state and federal laws.

Violations

Behavior in violation of any of these regulations is subject to intervention by university and/or law enforcement officials. In the event of an alleged or perceived violation, those in violation will be asked to comply with the applicable regulations by the appropriate campus authorities.

If a violation persists or is repeated, or if the assembly poses an imminent danger to public safety, those assembled may be required to disperse immediately. Continued violation may result in arrest and subsequent legal action by the university. If the violation occurs at a scheduled event, the permission for the event may be summarily revoked and future requests by those individuals or groups in violation may be canceled or denied. University disciplinary action against Sonoma State University community members alleged to have violated this policy and procedure shall be in conformity with the Code of Student Conduct, and/or applicable collective bargaining agreements and established University guidelines.

The Division of Student Affairs can provide further information about issues of free speech. They also maintain copies of the University's Posting and Vendor Policies.

Reference

Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of

Regulations, Title 5, Sections 42350 - 42353. Penal Code Sections, 148, 407, 409, 415.5, 602.1, 626.4,

626.6, and 647c.

B. **Display or Distribution of Published Materials**

The display or distribution of books, newspapers, magazines, pamphlets, or similar published materials is permitted on campus subject to the time, place, and manner regulations established below, provided that such published materials do not: (1) violate applicable laws pertaining to obscene matters; or (2) consist of term papers, theses, or other written materials submitted for academic credit that the seller knows will be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Code of Student Conduct.

The time, place, and manner regulations and permit approval process for display or distribution of published materials do not apply to on-campus students, student clubs/organizations, staff, and faculty, and the campus bookstore and/or Sonoma State University Foundation. Designated locations on campus to display or distribute materials may be reserved through the DIVISION OF STUDENT AFFAIRS.

Time: Daily, 8 a.m. to 10 p.m., except for current Sonoma State University registered students, student clubs/organizations, staff, and faculty, who may display or publish at any time in conformity with this Order.

Place: (1) News publications other than leaflets, pamphlets and/or flyers, but including news books, magazines, newspapers, journals, and periodicals, distributed on University property and made available for members of the university community must be placed in news racks provided by the publishing company; (2) news racks at a building location shall be grouped in a cluster; the

precise placement of the racks shall be determined by the Office of the Vice President for Administrative Affairs.

Manner: The display or distribution of published materials (1) shall not unreasonably interfere with classes or any other operations of the university, (2) shall not interfere with or obstruct the free flow of pedestrian or vehicular traffic, (3) shall not unduly interfere with campus pedestrian and vehicular circulation, (4) shall be carried out without use of amplification equipment, (5) shall be carried out without prolonged or repeated contact with persons who have declined the transaction, and (6) will be removed on the last day of every month, and shall not occur during commencement. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Size restrictions: Flyers shall not exceed 11" X 17" in size and shall be limited to one of each kind per posting location. Posters shall not exceed 3' X 5' in size. Permission to post posters exceeding 3' X 5' in size may be granted by the designated Student Affairs official. Banners shall not exceed 10' wide X 3' high except for commercially produced banners representing SSU campus departments. Permission to post banners exceeding 10' X 3' may be granted by the designated Student Affairs official responsible for the area in question. Posting of banners shall be limited to one per posting location. A facility approval stamp from the designated SSU official responsible for the area in question is required before banners may be posted.

Permit: The Division of Student Affairs shall issue permits to off-campus individuals and entities who must obtain approval to display or distribute published materials on campus grounds. Contact the Division of Student Affairs or Conferences & Events Services to obtain the required permit. The permit must be displayed at all times. In addition, all parties must adhere to the guidelines outlined by the Division of Student Affairs.

Reference: Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of

Regulations, Title 5, Section 42351.

C. **Solicitation (Non-commercial and Commercial)**

Non-commercial solicitation such as seeking donations or fundraising sales for non-commercial ventures shall be permitted on campus subject to the time, place, and manner regulations set forth in this Order.

Commercial solicitation on a campus is prohibited unless prior written authorization has been obtained from the Campus President or designee. Persons wishing to engage in commercial solicitation on campus grounds may be granted permission (maximum of five (5) business days per academic semester) if the proposed activity is conducted in accordance with the time, place, and manner regulations established below, unless such solicitation would be in violation of law. For clarification, contact the Division of Student Affairs.

The time, place, and manner regulations and the permit approval process for commercial solicitations do not apply to the fundraising activities of on-campus student clubs/organizations, staff organizations, and faculty. A chartered club/organization's on-campus advisor is responsible for oversight of the club/organization's fundraising activities and ensuring that appropriate approvals are obtained.

Time: Daily, 8 a.m. to 10 p.m., except for current Sonoma State University registered students, student clubs/organizations, staff, and faculty, who may display or publish at any time in conformity with this Order.

Place: A popular location will be specified by Student Affairs, but solicitation is allowed in any area generally available to students and the community, subject to the following exceptions: 1) Distribution

inside university buildings, with the exception of one-off, interpersonal exchanges, is prohibited; and 2) Distribution in campus parking lots or placement of any written or printed materials on or in any motor vehicle parked on the campus is prohibited. Posting paper solicitations on designated campus "general use" bulletin boards is permitted, provided that the paper solicitation shall not exceed 11x17 and be limited to one page per "general use" bulletin board, and the paper solicitation shall be posted for a maximum duration of one month from the permit approval date, with the sponsor clearly identified on the face of the paper solicitation. The location of these "general use" bulletin boards is available in the Division of Student Affairs (See Posting and Chalking Procedures). Personal solicitation inside campus buildings, with the exception of one-off, interpersonal exchanges, is prohibited.

Manner: Non-commercial and commercial solicitation must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not unduly interfere with campus pedestrian and vehicular circulation, (3) shall be carried out without amplification equipment, (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation, (5) shall not violate applicable laws pertaining to obscene matters, and (6) shall not occur during commencement time periods. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Marketers of credit cards are prohibited from offering gifts to students for their filling out credit card applications (California Code of Regulations, Title 5, Section 42350.6).

Permit: For approval to engage in commercial solicitation on campus grounds and to obtain the required permit, contact the Division of Student Affairs or Conferences & Events Services. This permit must be displayed at all times at the approved location. In addition, all parties must adhere to the guidelines outlined by the University, which can be found by contacting the Division of Student Affairs.

Reference: Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of

Regulations, Title 5, Sections 42350.5 and 42350.6.

D. **Commercial Transactions**

Commercial transactions, including, but not limited to the selling of books, newspapers, magazines, pamphlets, or similar published materials, and the display of property or services for sale on campus are prohibited unless proper written authorization has been obtained from the Campus President

or designee. Persons or organizations wishing to engage in commercial transactions or display goods or services for sale on campus grounds may be granted permission (maximum of five (5) business days per academic semester) to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and

manner regulations established below, unless such commercial transactions are in violation of law. Private sales and sales sponsored by the Bookstore and/or Sonoma State University Foundation are excluded from this section, as are the

fundraising activities of on-campus student clubs/organizations, staff organizations, and faculty. For clarification, contact the Division of Student Affairs or Conferences & Events Services.

Time: Daily, 8 a.m. to 10 p.m., except for current Sonoma State University registered students, student clubs/organizations, staff, and faculty, who may display or publish at any time in conformity with this Order.

Place: A popular location and other areas will be so designated by the Division of Student Affairs. Distribution inside university buildings is prohibited. Distribution in campus parking lots of any written or printed materials from any motor vehicle parked within the campus is prohibited. Following authorization of a specified commercial transaction, posting paper solicitations related to said commercial transaction on designated campus "general use" bulletin boards is permitted, provided that the paper solicitation shall not exceed 11x17 and be limited to one page per "general use" bulletin board, and that the paper solicitation shall be posted for a maximum duration of one month from the permit approval date, with the sponsor clearly identified on the face of the paper solicitation. The location of these "general use" bulletin boards is available in the Division of Student Affairs (See Posting and Chalking Procedures).

Manner: Commercial transactions must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not unduly interfere with campus pedestrian and vehicular circulation, (3) shall be carried out without use of amplification equipment, (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation, (5) shall not violate applicable laws pertaining to obscene matters, (6) shall not consist of term papers, theses, or other written materials submitted for academic credit that the seller knows will be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Code of Student Conduct, and (7) shall not occur during commencement time periods. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or

dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Permit: For approval to engage in commercial transactions on campus grounds and to obtain the required permit, contact the Division of Student Affairs or Conferences & Events Services. The permit must be displayed at all times. In addition, all parties must adhere to the guidelines outlined by the University, which can be found by contacting the Division of Student Affairs.

Reference: Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of

Regulations, Title 5, Section 42350.1.

E. **Handbills, Circulars and Leaflets**

Distribution of handbills, circulars and leaflets not otherwise prohibited by law, and which do not contain false or misleading advertising is permitted subject to the following time, place, and manner regulations; however, the following time, place, and manner regulations and the permit approval process for the distribution of handbills and circulars do not apply to on-campus students, student clubs/organizations, staff, and faculty.

Time: Daily, 8 a.m. to 10 p.m., except for current Sonoma State University registered students, staff, student clubs/organizations, and faculty, who may display or publish at any time in conformity with this Order.

Place: (1) Popular locations will be specified by Student Affairs, but distribution of handbills and circulars is allowed in any area generally available to students and the community, subject to the following exceptions: 1) Distribution inside university buildings, with the exception of one-off, interpersonal exchanges, is prohibited; and 2) Distribution in campus parking lots of any written or printed materials from any motor vehicle parked on the campus by any person or group, campus-affiliated or otherwise, is prohibited.

Manner: Distribution of handbills, circulars and leaflets (1) shall not unreasonably interfere with classes or any other operations of the University, (2) shall not interfere with or obstruct the free flow of pedestrian or vehicular traffic, (3) shall not unduly interfere with campus pedestrian and vehicular circulation, (4) shall be carried out without amplification equipment, and (5) shall be carried out without prolonged or repeated contact with persons who have

declined the handbills and circulars. Placement of handbills and circulars on vehicles is prohibited, and shall not occur during commencement time periods. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Permit: The Division of Student Affairs shall approve the distribution of handbills, circulars and leaflets on campus grounds. To obtain the required permit, contact the Division of Student Affairs. The permit must be displayed at all times. In addition, all parties must adhere to the guidelines outlined by the Division of Student Affairs.

Reference: Education Code, Sections 66600, 66606, 89030, 89031, and 89035. California Code of

Regulations, Title 5, Section 42352.

F. **Amplified Sound Procedure**

The following procedural guidelines are established for the use of amplified sound equipment when classes are in session. The following procedures both protect the delivery of instructional programs

from intrusive sound and yet still provide an opportunity and a forum for a variety of student development and support programs. An appropriate balance of these two goals may be achieved by observing the following conditions:

Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced. Additionally, amplified sound may include sound that is enhanced with the aid of a device such as a megaphone, and the like. It is impermissible to utilize unauthorized artificial amplified sound or create unreasonable noise, disrupting of University activities. Artificial amplified sound includes any noise produced using tools other than the human voice. A group chanting, shouting, or singing are not considered artificial amplified sound.

The performing group(s) and/or sponsoring club/organization must provide a signed acknowledgement of their awareness and willingness to abide by the

Amplified Sound Procedure by signing a copy of an agreement, which can be found in the DIVISION OF STUDENT AFFAIRS.

1. **Time:** Indoor events and activities are not assigned fixed limits as to time of day or day of the week. Outdoor events and activities that involve amplified music or other sound are prohibited during the hours of Sunday through Thursday, 10:00 pm to 7:00 am; and Friday and Saturday, 11:00 pm to 7:00 am. University scheduling protocols must be followed, as stipulated by Conference and Event Services.
Outdoor events and activities that do not require use of amplified sound may be held anytime, Monday through Sunday. Regardless of the time they are held, events and activities must be conducted in a manner consistent with regulations herein and in conformity with any additional guidelines pertinent to a particular venue.
2. **Place:** Amplified sound is permitted in the area(s) so designated by Student Affairs. If other times and/or campus locations are desired for the use of amplified sound, advance approval must be sought from the DIVISION OF STUDENT AFFAIRS, which shall grant approval on a first-come first-served basis, unless use of amplification must be denied based on the proposed volume interfering with instructional or previously scheduled programs.
3. **Manner:** The sound level for any event may not exceed that which is disruptive to the instructional programs, scheduled events, and/or library or classroom study. Amplified sound is intended to be heard in the immediate area only. Outdoor amplified sound events are subject to monitoring and regulation.
4. **Permit:** To request approval for amplified sound, groups/individuals must complete an Application for Schedule Event Form. This form is due at least one week prior to the event, though exceptions may be made where spontaneous events may necessitate hand-held amplification devices and a short advance approval process. All requests for amplified sound must be approved by the appropriate official in the Division of Student Affairs.
5. **Enforcement:** The Division of Student Affairs retains the right to monitor and/or limit the sound level generated by amplification systems. Enforcement will be the responsibility of the Division of Student Affairs. Failure to abide by this procedure may result in the sponsoring club/organization going through the judicial process through the Division of Student Affairs.

The performing group(s) and/or sponsoring club/organization must provide a signed acknowledgement of their awareness and willingness to abide by the Amplified Sound Procedure by signing a copy of an agreement, which can be found in the DIVISION OF STUDENT AFFAIRS.

- a. A warning will be issued if there is a noise-related complaint to the Division of Student Affairs staff that the sound level is disruptive to instructional programs, scheduled events, and/or library or classroom study. No more than three minutes will be allowed to correct the volume to a level that conforms to this regulation, as determined by the Office of Student Life and Cultural Center staff.
- b. If a second warning must be issued, an additional minute will be allowed to correct the volume to a level that conforms to this regulation, as determined by the Division of Student Affairs staff.
- c. A third warning will not be issued. If the volume is exceeded for a third time, the sponsoring club/organization will be asked to shut off all amplified sound.
- d. Non-adherence to these guidelines may result in the approval of the activity being revoked, notification to the club/organization advisor, and possible loss of future activity reservation privileges for the individuals involved in addition to the organization going through the club/organization judicial process.

G. Posting and Chalking

The Division of Student Affairs maintains administrative responsibility for all posting on campus. Non-profit organizations may be asked to present proper non-profit status identification, such as a tax identification number.

1. Chalking Procedures

- a. **Time: Daily, 8 a.m. to 10 p.m.**, except for current Sonoma State University registered students, student clubs/organizations, staff, and faculty, who may chalk at any time in conformity with this Order.
- b. **Place:** Chalking is permitted on sidewalks provided that chalking must be at least 20 feet away from the building entrances, and may not be conducted on any sidewalk under an overhang, canopy, or other cover. No chalking is permitted on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences,

vehicles, in newly planted garden areas, flowerbeds, or newspaper racks. In addition, no chalking is permitted on campus directories, within lake or fountain areas, trash or recycle bins, or campus gardens.

- c. **Manner:** The form or chalk must be washable with water. Spray chalk is NOT allowed.

2. Posting Procedures

- a. **Time:** All posters, flyers, banners and signs must include a statement of non-affiliation with Sonoma State University to receive a date stamp at Division of Student Affairs. For special dated events, an expiration date of 48 hours following the event will be noted on the poster/flyer/banner. For general information (club meetings, department announcements, etc.), an **expiration date of one month** from the time of stamping will be noted on the poster/flyer/banner. The stamp does not regulate the content of the flier nor the actions and opinions of the entity seeking approval and does NOT necessarily reflect those of the students, faculty, or administration of Sonoma State University.
- b. **Place:**
 1. **General Use Bulletin Boards:** Posting is permitted on any "General Use Bulletin Board." Such boards are located in the hallways of most campus buildings. Check with the Front Desk at the Student Center for questions on posting procedures and locations of their respective general use bulletin boards. General use bulletin boards may be completely cleared off once a quarter by representatives of the campus administration. The following criteria apply to all materials posted on general use bulletin boards: Posters/flyers must not exceed 11" x 17" and only one poster per group/individual may be placed on general use bulletin boards. Material may not overlap other approved posters/flyers and must be fastened with tacks or staples - NO TAPE may be used.
 2. **Grounds:** Staked signs (not to exceed 11" x 17") and banners (not to exceed 3' x 6') are only permitted on lawn perimeters that do not block areas for mowing and in non-flowering areas. Actual stakes may not exceed 36" in height. The only non-perimeter lawn area where staked signs and banners are permitted are designated by Student Affairs. Staked signs and banners may not be placed in flowerbeds, in the center of lawn areas, or in areas blocking sprinklers, walkways, driveways or streets. Marketing material may not be wrapped around trees or any campus structures without prior approval by the campus Facilities

Department. Violations will result in the removal and disposal of the signs and banners without notification.

No posting on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, in newly planted garden areas, flower beds, or newspaper racks. In addition, no posting on campus directories, within/near lake or garden areas. Signs, of a non-instructional nature on any classroom chalkboard or dry-erase board are prohibited and violate this Posting Procedure. Notwithstanding these specific restrictions, to gain special approval for potential posting in these areas, please contact Student Affairs or Conferences & Events Services.

3. **Housing Services:** In addition to the above, Housing Services has additional posting procedures, which are subject to the same non-regulation of content as stated above.
4. **Manner:** Only organizations currently chartered with the Division of Student Affairs, committees, colleges and departments are allowed to publicize on campus providing they comply with the procedures established by the Division of Student Affairs. A SSU ID card, along with the telephone and/or email of the contact person responsible for posted material by any group, must be presented to Division of Student Affairs prior to posting.
All printed advertisements, announcements, and signs must be identified with the following for the material to be stamped by the Division of Student Affairs:
 1. The sponsoring campus group, organization, committee, or department, if any, should be pre- printed on front of the flyer, but at a minimum, a statement of non-affiliation must appear on the front of the flyer.
 2. Two original copies of the flyer. For banners, only the original is needed. If written in a language other than English, a copy of the English translation must be presented as well.
 3. Only the original copy of the flyer need be stamped by a Division of Student Affairs staff member. Multiple copies of the flyer will not be stamped; rather, anyone wishing to post multiple copies at multiple locations should make their copies after the date-stamp is affixed to the original.
 4. For any flyers advertising research studies on human subjects, a copy of the IRB approval will need to be submitted.
 5. No more than 50 flyers or publicity materials are allowed per event.

Off-campus individuals or groups may not publicize on campus with the exception of non-profit organizations as stated above and employers with approval. Off-campus employers must first receive approval for their postings from the Career Center and then be approved by Division of Student Affairs with the posting stamp.

Division of Student Affairs will provide a stamp for an approved flyer on an index card for scanning upon request.

5. **Violations:** Unauthorized removal of properly approved and posted materials is an act of vandalism and subject to appropriate disciplinary action. Violators to this procedure will be referred to the Director of Judicial Affairs.

IV. **IV. Appendix**

Note that the following Sonoma State campus policies and forms will be adjusted to harmonize with this Time, Place and Manner Limitations Policy:

Animals on Campus Policy (<http://web.sonoma.edu/UAffairs/policies/animalspolicy.htm>
(<http://web.sonoma.edu/UAffairs/policies/animalspolicy.htm>))

Special Events and Related Use of Campus Facilities Policy
(<https://web.sonoma.edu/UAffairs/policies/eventspolicy.htm>
(<https://web.sonoma.edu/UAffairs/policies/eventspolicy.htm>))

University Signage Policy (<https://web.sonoma.edu/uaffairs/policies/signage.htm>
(<https://web.sonoma.edu/uaffairs/policies/signage.htm>))

Sales and Solicitation of Funds On-Campus Policy
(<https://web.sonoma.edu/uaffairs/policies/sales.htm>
(<https://web.sonoma.edu/uaffairs/policies/sales.htm>))

Free Speech Event Notification form (<http://web.sonoma.edu/ces/files/free-speech-permit.pdf>)
(<http://web.sonoma.edu/ces/files/free-speech-permit.pdf>))

