



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 CSUCI students, faculty, employees, auxiliaries, tenants, and visitors to the campus.

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

Members of the University community and non-University community may use University 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, buildings, facilities and services are available for reservation or requests for non-instructional purposes. Information concerning reservation and availability for non-instructional use by members of the campus community may be obtained by contacting University Events at events@csuci.edu or 805-437-3900. Requests from external entities or individuals should be directed to University Auxiliary Services at uascatering@csuci.edu or 805-437-3151.

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. University Events or University Auxiliary Services 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 [Student Life & Support Programs](#).

II. Sound Amplification

Outdoor sound amplification is limited to the Central Mall between University and Ojai Halls, except where advance approval is provided by University Events with decisions for approval provided without unreasonable delay. With advance approval from University Events, a one-hour grace period may also be granted prior to the start of an event to provide for necessary sound checks. University Events may be contacted at events@csuci.edu or 805-437-3900.

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 University Auxiliary Services in

accordance with the general limitations described in the Policy for Time, Place and Manner and Use of University Buildings and Grounds. Standardized reservation fees and daily rate charges for commercial sales are available through University Auxiliary Services. Generally, private sales are excluded unless otherwise noted. University Auxiliary Services may be contacted at uascatering@csuci.edu or 805-437-3151.

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, are allowed without advance approval and with a preference for them to occur in the preferred public forum spaces as outlined in the Policy for Time, Place and Manner and the Use of University Buildings and Grounds. Inquiries may be directed to Communication & Public Relations at comm.pr@csuci.edu or 805-437-8415.

University-related individuals (students, faculty or staff) who wish to host or invite vendors/businesses to do business (commercial transactions) for date-specific events on University property, must abide in accordance with the general limitations described in the Policy for Time, Place and Manner and Use of University Buildings and Grounds. Generally, private sales are excluded unless otherwise noted.

Additionally, University-related requests require advance approval from: [University Events](#) for the purpose of reserving University space; [Procurement](#) for the purpose of ensuring vendors/businesses provide required insurance documents; if applicable, [Environmental Health & Safety](#) for verification of food health permits; and approval from the areas noted below:

- ASI Entities (Student Government, Student Programming, or CI View): approved by Executive Director of ASI, Inc.
- Students (Student Clubs and Organizations): approved by Student Life & Support Programs
- Faculty: approved by respective Dean
- Staff: approved by respective Vice President or Provost
- CSU union-affiliated activities and communication: no approval necessary

VI. Handbills and Circulars

Non-commercial handbills and circulars may be distributed by hand at the preferred public forum spaces identified in the Policy for Time, Place and Manner and the Use of University Buildings and Grounds, 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 the Use of University Buildings and Grounds within sections A and H. Inquiries may be directed to Communication & Public Relations at comm.pr@csuci.edu or 805-437-8415.

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 Use of University

Buildings and Grounds within sections A and H. Inquiries may be directed to Communication & Public Relations at comm.pr@csuci.edu or 805-437-8415.

VIII. Postings

The University recognizes that materials including fliers, posters, banners, lawn signs or flags, chalking, notices, etc., serve as a means of communicating information to the campus community in a timely and orderly manner. Posting requests shall be reviewed and approved in advance as noted below and according to the Communication & Public Relations [request for postings information](#).

All postings must be approved/authorized 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 Student Life & Support Programs
- Staff (non-academically-related postings): approved by their Vice President or designee
- ASI Entities (Student Government, Student Programming, or CI View): approved by the ASI Executive Director
- External individuals, businesses, non-profits or organizations: approved by Communication & Public Relations (C&PR)

Approved/authorized fliers or posters should be dropped off at the Multicultural Dream Center located in the Bell Tower or at the Communication & Public Relations office located in University Hall 1650, at least 7-10 business days prior to an event/activity or announcement. Materials will be posted by C&PR within two to four (2-4) business days and will remain posted a maximum of 14 calendar days. Postings will be removed as noted by C&PR's posting expiration date or within 24 hours of the event/activity concluding.

All postings are subject to the following:

- Posting content must include the name of the event/activity, date, time, and place of the event/activity; web address and contact information.
- Large event posters approved should be placed on walls immediately adjacent to bulletin boards and only removable putty or blue masking tape to adhere to the wall.
- As noted in the Policy for Time, Place and Manner, faculty and staff may post materials on their own office doors, windows or bulletin boards.
- Postings are prohibited from the following: acoustic boards, building walls/lobbies, balconies, benches, bridges, 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.
- 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 indoor or outdoor surfaces.

Lawn banners, not to exceed 36" x 96" in size and produced with at least two (2) wind slits, to promote campus events or activities may be displayed outdoors up to 14 calendar days prior to an event or activity. Reservations to use aluminum display frames can be made by contacting University Events at events@csuci.edu or 805-437-3900.

Requests for banners to be hung from the Student Union balcony (facing the Treehouse Courtyard) to promote a campus event or activity require advance approval from the ASI Executive Director or designee. Banners may be displayed up to 14 calendar days prior to an event or activity and should be installed (and removed) by Student Union staff by contacting them at student.union@csuci.edu or 805-437-2622.

Lawn signs with wire or plastic supports may be displayed near campus building entrances to promote Student Government elections or candidates with advance approval from the ASI Executive Director or designee. Approved lawn signs may be displayed a maximum of 14 calendar days prior to student government elections.

The Student Union may display lawn signs with wire or plastic supports or folding display boards ('A' frames) to promote ASI events or activities at the Student Union Treehouse Courtyard or lawn with advance approval from the ASI Executive Director or designee. Approved signs or display boards ('A' frames) may be displayed a maximum of 14 calendar days prior to the events or activities.

The campus bookstore may request lawn signs with wire or plastic supports to be displayed near campus building entrances with advance approval from Communication & Public Relations by contacting them at comm.pr@csuci.edu or 805-437-8415. Approved lawn signs may be displayed a maximum of 14 calendar days.

Display boards ('A' frames) or lawn flags may be used to promote campus events or activities and displayed a maximum of 14 calendar days prior to events and activities and in accordance with Public Safety's [Sign Placement Procedures](#).

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](#).

Requests for outdoor temporary displays, exhibits or message boards for campus events or activities, may be displayed a maximum of 14 calendar days and require advance approval from the approver noted above and a space reservation made through University Events at events@csuci.edu or 805-437-3900. Displays, exhibits or message boards that require to be secured to the ground due to size or weight, may only be installed by Facilities Services staff.

Postings using water-soluble chalk shall be approved in advance by the approver noted above and are only allowed for University-related events, activities, or academically-related. Chalk postings may be displayed a maximum of seven (7) calendar days prior to an event or activity and must adhere to the posting prohibited areas as noted above. Approved chalking requests also

require a space reservation to be made for designated campus spaces by contacting University Events at events@csuci.edu or 805-437-3900. Chalk postings shall be removed within one (1) business day after the event or activity has concluded and the chalk requestor will be responsible for any costs associated with cleaning/removal of the chalk posting(s) completed by Facilities Services.

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 in advance to Communication & Public Relations at comm.pr@csuci.edu for review and approval.

Once approved by Communication & Public Relations, the requestor will need to provide the materials as indicated in the [request for postings information](#). 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 shall be removed within two (2) business days after the event has concluded, or by the expiration date noted on the posting.