



Columbia College Guidelines and Procedure for Requesting College Facilities for Free Speech

YCCD Board Policy 3900 allows Columbia College to establish institutional regulations and procedures, and in accordance with Board policy, Columbia College has established such regulations and procedures to provide students and community members with the opportunity to exercise their right of expression, while fostering an atmosphere and conditions in which Columbia College's educational mission can be carried out without disruption. Columbia College shall identify appropriate locations on campus to be used as limited public forums as prescribed by YCCD Board Policy.

Limited public forums on Columbia College's campus are "areas generally available to students and the community," defined as grassy areas, walkways, or other similar common areas. This definition governs the phrase "areas generally available to students and the community" as it is used throughout this guideline.

GUIDELINES:

1. No event, speech, demonstration, activity or other exercise of "Free Speech" on campus shall interfere with or disrupt the educational process or other scheduled activities of the campus or its facilities.
2. Columbia College recognizes the right of free speech expression, but encourages speakers to be respectful of all people. The following types of expression, as defined by law, are considered unprotected speech, and will not be tolerated: threats, incitement of imminent lawless action, racial and sexual harassment, fighting words, obscenity and defamation.
3. Cooperation with Columbia College staff is expected when visiting the campus and/or using campus tables, equipment and facilities.
4. Speakers will comply with college, city, state and federal regulations governing free expression.
5. Use of free speech areas is permitted every day from 8:00 am to 9:00 pm. Speakers who will be using the free speech areas outside normal working hours (Monday-Friday from 9:00 am to 5:00 pm) are encouraged to notify the Office of the Vice President of Instruction to coordinate their event.

**CANCELLATION NOTIFICATION:
Office of the Vice President of Instruction
11600 Columbia College, Sonora, CA 95370
Phone 209.588.5107 Fax 209.588.5302**

Groups and speakers are encouraged to give advance notice of their use of campus areas for free expression. If cancellation is necessary, immediate notice shall be given to the Office of the Vice President of Instruction.



Limited Public Forum Request Form

Applicant: _____

Are you and/or the Group: a Student _____ or Non-Student _____? (mark one)

Date Requested: _____

Hours of Use: _____

Intended Use: _____

Number of Participants: _____ Will there be amplified sound? Yes _____ No _____
(mark one)

If yes, please describe: _____

Please describe any additional set up requirements you may require (i.e., tables, chairs, etc.):

Requesting / Responsible Party Contact Information:

Physical Address: _____

Contact Person: _____ Phone Number: _____

Email contact: _____ Other Phone: _____

Your signature(s) below affirm the guidelines for use of the free speech areas will be followed.

Date: _____

Applicant's Authorized Signature

FOR COLLEGE USE ONLY:

Date Application Received: _____