



ADMINISTRATIVE

PROCEDURE

3900

DESERT COMMUNITY COLLEGE DISTRICT

SPEECH: TIME, PLACE, AND MANNER

The students of the District shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college.

These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

The use of these areas reserved and open for expressive activities is subject to the following:

- Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas shall touch, strike or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes.

Non-student/employee, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District through Vice President, Business Affairs, three business days in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted, no activities which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas.

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Material distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.

Posting:

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Director of Student Life. Materials displayed shall be removed after the passage of ten days.

References: Education Code Sections 76120 and 66301

Board Approved: 12-15-05 (as AP 5550)

Administrator: VP Business Affairs

Revised: Fall 2009 (as AP 5550), 5-27-10 (AP 3900)

Next Review: May 2015

Record # _____

College of the Desert
Office of Business Services
43-500 Monterey Avenue
Palm Desert, California 92260
760-773-2509 FAX 760-341-8678

Security: Open _____ am/pm
Close _____ am/pm

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Applicant _____ Representative _____
Organization, Group, Individual

Address of Applicant _____
Street City State Zip

Facility Requested _____
Building - Room - Grounds - Special Facilities

Description of Activity _____

Date of Intended Use	Day of Use	Hours of Use	Person in Charge	Descrip. of Activity	Size of Group

DECLARATION OF APPLICANT

- Nature or type of intended use: _____ (character building, welfare, etc.).
- Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated to amount to \$ _____. If no receipts anticipated for these activities check here .
- Applicant hereby agrees to hold the Desert Community College District, it's Trustees, the individual members thereof and all District Officers, Agents and Employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use and or occupancy of school facilities. The applicant will furnish a certificate of liability insurance in the amount of \$1,000,000 with the DCCD named as an additional insured.
- I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment or grounds accruing through the occupancy or use of said building and/or grounds by the applicant, normal wear and tear excepted.
- I hereby certify that I have received and read the rules, regulations, conditions and terms and that I, and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Trustees and its authorized agents which may be communicated to the applicant.
- It is agreed that in the event this permit is canceled by the applicant, no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
- In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

Signature of Applicant Representative _____ Date _____

Address _____ Phone _____

Note: This is an application for use only. Confirmation and invoice will be under separate cover.

RECOMMENDATIONS/APPROVALS (Do not write below this line)

1. **TERMS:** Fee payable 3 days prior to use. **PAYMENTS:** Payable to College of the Desert. Failure to comply with terms will be cause to deny permission.

2. **FEE:** \$ _____

3. Permit for use granted on _____

Comments/Exceptions: _____

By: _____
Director of Business Services