

STUDENT ACTIVITIES OFFICE CAÑADA COLLEGE TIME, PLACE AND MANNER POLICY

The scope of these regulations extends to all student-sponsored events and public forums. For the purposes of this regulation, such events include the presentation of speakers, programs, concerts and dances, solicitation of funds, distribution and posting of material, circulation of petitions and the sale of materials. The following regulations are designed to increase the student's opportunities to enrich their educational experiences, to protect constitutional rights of free expression, and to ensure that there will be no interference with the instructional program of the College.

The general purpose of all student groups as organized, recognized, and approved under the supervision of the college administration shall be in conformity with the provisions of the California Education Code and the educational objectives of the College. All student organizations are subject to the regulations of and derive their authority from the California Education Code, the San Mateo County Community College District Board Policy, District Rules and Regulations, and College Regulations, in that order.

Denial of membership in any organization or of participation in any activity on the basis of sex, sexual orientation, race, color, religion, disabilities, or national origin is specifically prohibited. Membership in secret societies is prohibited.

RECOGNIZED STUDENT ORGANIZATIONS:

A recognized student organization is defined as a group which:

1. Operates under the advisorship of a member of the College staff.
2. Maintains in the Student Activities Office a constitution, which has been approved by the members of the organization and the Coordinator of Student Activities, and a current list of officers. Membership is limited to registered students at Cañada College.
3. Holds meetings regularly which are open to all students, and announces its meeting in appropriate campus publications and postings. For current information, please stop by the Student Activities Office in Building 5, Room 211A.
4. Deposits all organizational funds in a College account as required by established College procedures.

PRIVILEGES

The privileges of recognized student organizations include:

1. The use of the name of Associated Students of Cañada College.
2. The use of the buildings, grounds, equipment and services of the College when available and officially scheduled.
3. Publicity through appropriate College channels, as funds permit.
4. Appropriate advice and assistance from the Student Activities Office.

PROCEDURE FOR THE PRESENTATION OF PROGRAMS:

- 1) Programs intended solely for members of recognized student organizations require no approval other than that of the faculty advisor.
- 2) The presentation of programs by recognized student organizations which are open to the entire student body, requires that the sponsor adheres to the following procedures:
 - a) In order to obtain authorization to present the program, the sponsor is required to furnish the Coordinator of Student Activities with appropriate details regarding the planned program. The information provided is to include the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio visual, etc.), equipment required, proposed facility to be utilized, and all details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of this data, the Coordinator of Student Activities will place the event, if approved, on the Student Activities Calendar. If approval is denied, the Coordinator of Student Activities' decision in this regard is subject to appeal and review by the Vice President of Student Services.

- b) Program plans must demonstrate that the program will not present or create an undue health or safety risk to students, staff, or the public. The Vice President of Student Services may deny or cancel programs, which cannot meet this requirement.
 - c) Programs must be presented in the appropriate, authorized areas as listed below in the **FACILITIES RESERVATION** section.
 - d) Programs will end by 1 a.m. unless approval to extend the program time is granted by the College President.
- 3) Sponsors of events, which involve professional performers, speakers, artisans, or such, may pay these individuals for their services. This rate will be established by agreement between the performer, the sponsor, and the Coordinator of Student Activities.

FACILITIES RESERVATION REQUEST

- 1) The sponsor of an approved program must reserve the desired facility in accordance with the established procedures. All room reservations for club events, meetings, social gatherings, etc., must be submitted at **least three (3) weeks** prior to the event date to the Student Activities Coordinator, for final approval. **Internal Facilities Request** forms are available outside the Student Activities Office, Building 5, and Room 211A and online.
- 2) Public facilities and classrooms are normally available for special program use at any hour of the week other than when being used in conjunction with the instructional program of the College subject to the limitation of outdoor sound amplification as stated in section 4.
- 3) Requests for reservations for the College facilities by student organizations are to be made through the Student Activities Office. Details of the program being proposed must accompany the request for facilities and be submitted to the Coordinator of Student Activities for review. Once the program plans have been reviewed and the availability of the facility has been established, the facility reservation will be confirmed with the college facilities assistant through the use the Internal Facilities Request form.
 - a) Programs must be produced in such a manner so as not to constitute interference with the instructional program or the delivery of student services. Sound amplification equipment may only be used out of doors and must be pre-approved.

AD-HOC STUDENT ORGANIZATIONS:

An Ad-Hoc organization is a group that is organized for a specific and temporary purpose compatible with the policies and educational objectives of the College and is not a group which would be an on-going one. An ad-hoc student organization is eligible to attain recognized status under the following points:

- 1) In lieu of a constitution, the group must file a statement of purpose that clearly defines the organization and its goals and objectives. The Coordinator of Student Activities and the ASCC Student Senate must approve this statement.
- 2) The organization must satisfy all conditions necessary for a recognized student organization.
- 3) The ad-hoc organization cannot operate for a period to exceed 30 days.
- 4) A list of student participants and advisor contract must be on file in the Student Activities Office.

ACTIVITIES NOT SPONSORED BY RECOGNIZED STUDENT ORGANIZATIONS:

- 1) Public Forums: Certain areas of the College have been designated as public forums and may be used by students, staff and members of the public in a manner consistent with these regulations. Please consult with the Student Activities Coordinator for locations.
- 2) Procedure for Presentation of Programs:
 - a) All programs presented under these guidelines must be open to the public. A fee may be charged.
 - b) Prior authorization is required. In order to obtain such authorization to present the program, the sponsoring individual or group is required to furnish the Facilities Office with appropriate details regarding the planned program, including: 1) nature of the program, 2) date, 3) time, 4) anticipated attendance, 5) preferred location (taken from list of approved locations), 6) services needed (e.g., sound amplification, custodial, ushering, security), and 7) price of

admission. Upon review of the request, the Dean in charge of the building will approve or disapprove the activity, assign a time and location and calculate charges, if any, for use of District equipment, security, custodial or other necessary expenses. All fees are to be paid in the Business Office. In the event that the activity is not approved, the sponsor may appeal the denial to the Vice President of Student Services, whose decision shall be final.

- c) Program plans must demonstrate that the program will not present or create undue health or safety risks to students, staff, or the public.
- d) Authorization may be denied only in cases where it is reasonably believed that the proposed activity is likely to cause a substantial disruption to the orderly operation of the College, is obscene or pornographic, is pervasively vulgar or indecent, or advertises a product or service not permitted for use under the law.
- e) Approved programs must be confined to the time and place designated the Student Activities Coordinator.