



Santa Fe College Rules Manual

Title: **Dissemination of Information on Procedure 2.10P**
 College Premises

Based on Rule 2.10

Effective Date: January 10, 2003

Public Assembly Locations

Common areas may be used for purposes of public assembly subject to the Guidelines set forth below. Suitable locations include, but are not limited to, the following:

1. The stage located by the tree canopy just west of the Wattenbarger Student Services building (S building), which provides a central and accessible location well suited for these purposes (also known as Oak Grove).
2. The covered stage on the northeast corner of the S building (also known as the Band Shell).
3. The courtyard west of the Alan J. Robertson Administration Building.

Guidelines for Public Assembly on Common Areas

Organizers or participants in public assemblies shall not act in contravention to the safety, health, and welfare of individuals or property or to the cleanliness and educational mission objectives preserved by the procedural guidelines established as follows.

Organizers or participants in public assemblies shall not:

1. Conduct a public assembly inside a College building,
2. Interfere with the educational mission and standard operation of the College,
3. Infringe the rights of other members of the College community,
4. Obstruct entrances to buildings or driveways,
5. Interfere with instructional activities inside or outside buildings,
6. Interfere with or harass passersby,
7. Interfere with authorized College ceremonies or events,
8. Damage any property including lawns, shrubs, or trees,
9. Permit or cause litter or debris,
10. Prevent a scheduled or authorized speaker from being heard,
11. Incite others so as to create a clear and present danger to persons or property,

12. Violate any federal, state, or local laws or College policies, or
13. Otherwise disrupt College activities.

Public Assembly Sound Amplification

Any use of sound amplifiers must be approved in advance by the Center for Student Leadership and Activities (SLA) and/or the Office of Facilities Services.

Public Assembly Termination

When necessary to preserve or protect the substantial College interests as stated in Rules 6.4 and 2.10, especially those concerning health and safety of individuals, the President or designee may demand that a public assembly terminate. Santa Fe College Police Department representatives may require organizers or participants in public assemblies or demonstrations to produce photo identification.

Commercial Activities

Commercial solicitation or sales are prohibited on campus except on designated College property utilized by vendors under contract or lease. Such vendors include, but are not limited to, those contracting to operate the student cafeteria, the campus bookstore, and the Cyber Café operating within the main library.

Exhibits and Displays

If tables, chairs, or other accessories are used for exhibits and displays, the location and times of display shall be approved in advance by the Center for Student Leadership and Activities. Approved exhibitors shall comply with the following guidelines:

1. *Advance Approval:* All individuals and organizations shall request permission from the SLA by submitting the required approval form(s) no later than the 15th day prior to the planned event or visit.
2. *No interference with passersby:* All representatives must remain seated or standing behind their assigned table(s) and refrain from approaching or harassing passersby.
3. *Distribution of printed materials:* Printed materials shall be kept on assigned tables and made available only to those who request them.
4. *Food, drinks, gifts, or tokens:* These items may be distributed only after SLA approval has been granted.

Exhibitors

Exhibitors include the following categories. The procedural guidelines 1-4 stated above apply to all exhibitors.

Student Organizations: Members of chartered student organizations may use common areas to promote their interests, encourage student participation in their events, and/or conduct fund-raising activities.

Vendor Days: During Vendor Days, commercial entities may offer information regarding the goods or services that they provide. The College schedules a Vendor Days period each fall and spring semester. No sales or commercial transactions are allowed during Vendor Days.

Campus Visitors: Organizations or individuals may visit the campus for non-commercial activities such as recruiting or general dissemination of information. When providing tables and chairs, the College reserves the right to set limits per event or organization.

Posting and Distribution of Printed Materials:

1. Other than department-specific information, no items may be posted (taped, stapled, glued, or otherwise) on any glass, painted, or finished surface, including windows and doors on campus property.
2. No items may be posted on trees or poles on campus property.
3. Printed materials may not be distributed en masse by placing them under car windshield wipers or otherwise placing them on parked vehicles.
4. Advance SLA approval shall be obtained prior to leaving unattended items or stacks of printed materials anywhere on campus, including tables, walkways, stairwells, floors, and on the ground.
5. Littering is prohibited.
6. Materials may not be distributed if such distribution will adversely affect the health, safety, or welfare of individuals or property.

Authorized Posting of Printed Materials

Public Forum Bulletin Boards: Santa Fe College has established public forum areas throughout campus where printed material may be posted without prior authorization on designated kiosks provided on College premises for that purpose. A listing of these locations is available through SLA. Outdated materials will be removed. Postings that violate federal, state, or local law are subject to removal.

Administrative Bulletin Boards: Administrative Bulletin Boards are provided exclusively for the posting of official business or information originating from College academic or administrative units or chartered student organizations. SLA must date-stamp all items appearing on Administrative Bulletin Boards prior to posting. After the material is stamped, it will be returned to the originator for posting. Items that are not date-stamped by SLA will be removed. The SLA reserves the right to limit the number of materials posted per event or organization to ensure equitable access to limited bulletin board space. All items shall comply with the following guidelines:

1. Items must be current and accurate,
2. Be no larger than 12" x 18",
3. Be posted without covering up other items,
4. Be secured unto bulletin boards with pushpins or thumbtacks – the use of staples is not allowed,
5. Be posted for no longer than three weeks, and
6. Include the name and number of a contact person.
7. Posted materials must present non-exploitive images and language.
8. Sexist or degrading language is specifically prohibited.
9. Nude or partially nude pictures are prohibited.
10. Symbols or graphics invoking negative images of or violence towards an individual or group are prohibited.
11. Advertising of events that may cause an individual or group to be embarrassed or degraded is prohibited.
12. Advertising that includes differences in price or criteria for attendance based on gender, race, or appearance is prohibited.

Departmental Bulletin Boards: Departmental Bulletin Boards are for the exclusive use of members of those academic or administrative areas where they are located.

Authorized Distribution of Printed Materials

Newspapers and Publications: The College provides standardized containers where stacks of newspapers and publications can be made available to the College community. Any individuals or organizations interested in making use of such space shall contact the office of the Vice President responsible for Human Resources, Alan Robertson Administration Building, Room28, to request approval.

Promotional Banners and Signs

Organizations desiring to hang or mount banners or signs on College premises shall submit an application to the SLA. Applications shall be submitted by the 14th day prior to the day the banner or sign is to be hung or mounted.

Non-Compliance

Violators of this procedure and/or Rule 2.10 may be subject to sanctions for non-compliance, which include payment of reasonable charges resulting from the non-compliance, such as repairing, cleaning, painting and/or replacement costs, or other appropriate sanction. College students and staff may be subject to institutional disciplinary or administrative action as stated in the Student Conduct Code and/or guidelines governing staff and faculty. External entities may be issued a trespass warning and denied future access to the College campus. Violations that warrant police intervention will be reported to the Santa Fe College Police Department.

Requests for Exceptions

Comments regarding or requests for exceptions to this policy may be sent in writing to the Director of Student Life, 3000 NW 83rd Street, Building S139, Gainesville, Florida 32606-6200.