

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY**

Title: Time, Place, and Manner

Policy No. 2550

Pasadena Area Community College District (“PCC”) is committed to maintaining an educational environment that fosters the free exchange of thoughts and ideas. Consistent with constitutional guarantees, PCC students, administrative staff and the community may engage in free expression on PCC premises, consistent with these Board Policies and Administrative Procedures.

The facilities of the PCC are non-public forums, except for those areas designated by the College as being generally available for use by students, administrative staff or the community. Those areas so designated shall be regarded as limited public forums, a designation that may be removed and the forum reverted to non-public forum status to avoid substantial disruption to PCC business or instructional activities. The PCC shall adopt such Administrative Procedures, as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public and nonpublic forum areas of the college.

The Administrative Procedures established by the PCC shall not prohibit the right of students, administrative staff, or the community to exercise free expression. Such free expression shall include, but not limited to, speech, the use of certain bulletin boards for display of written materials, the distribution of printed materials, and the wearing of buttons, badges, or other insignia. Such free expression shall not include that which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on PCC premises. The violation of lawful PCC Administration Procedures, or the substantial disruption of the orderly operation of the PCC, shall be prohibited.

The PCC shall not make or enforce any rule subjecting any student or member of the administrative staff to disciplinary sanction solely on the basis of conduct that is speech or other communication that, when engaged in outside of the College, is protected from governmental restriction by the First Amendment to the United States Constitution and of Section 2 of Article 1 of the California Constitution.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article I of the California Constitution. Students and administrative staff may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROCEDURES
For Policy No. 2550**

Title: Time, Place, and Manner

Procedures No. 2550.10

A. Campus Speech: Limited and Non-Public Forums

All persons present on Pasadena Area Community College District (“PCC”) grounds, in PCC facilities or otherwise using PCC real or personal property shall be permitted to exercise their rights of free expression subject to the time, place and manner Policies and Procedures contained in Policy 2550 and these Procedures, and consistent with other applicable Policies and Administrative Procedures.

The facilities of the PCC are non-public forums, except for areas that are generally available to students, administrative staff, and the community which are designated as limited public forums. Pursuant to PCC Policy, grounds generally defined as limited public forums include, exterior open spaces, and exterior pedestrian walkways on PCC property except for:

- 1.) space that has been reserved for classes, or for official College and/or class related activities;
- 2.) on vehicular driveways and streets;
- 3.) on stairways and ramps to or between PCC structures; and
- 4.) in cordoned off areas and in gardens and landscape areas.

Pursuant to PCC Policy 2550, the President or designees may remove an area's designation as a limited public forum and apply a non-public forum designation as necessary to prevent the substantial disruption of PCC business or instructional activities. Areas of the PCC that are nonpublic forums include without limitation, administrative offices, classrooms, warehouses, maintenance yards and locker rooms.

B. Conditions on Use of District Facilities and Grounds

The use of limited public forum areas is subject to the following:

1. All persons using the limited public forum areas of the PCC shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the limited public forum areas.
2. The Dean of Student Affairs shall set reasonable time restrictions on the use, by individuals and/or organizations, of the PCC’S limited public forum areas. Such restrictions shall be in place for the purpose of ensuring that all individuals and/or organizations will have equal access to the use of such areas, and to avoid monopolization of such areas by organizations or individuals.
3. The Dean of Student Affairs shall establish a schedule specifying the time of day during which the limited public forum areas will be available for use by individuals and/or organizations, and a reservation procedure when the intended use requires dedication of a specific space.
4. Persons distributing material in the PCC limited public forum areas shall not touch, strike, or impede progress of passersby, except for incidental or accidental contact, or contact initiated by the passerby.

5. Persons using limited public forum areas shall not use means of amplification in a manner that disrupts the orderly conduct of the PCC business or instructional activities taking place at that time. Absent specific authorization pursuant to other PCC Policies and Administrative Procedures, amplification shall not be utilized in non-public forum areas in order to avoid disrupting PCC business or instructional activities.
6. The organization or individual distributing matter or materials, other than items posted or placed in literature racks, shall use their best efforts to retrieve and remove materials improperly discard prior to their departure from the limited public forum area on the day such matter and/or materials are distributed.
7. Materials may not be left unattended in stacks in PCC facilities, grounds, or property, and may not be posted on glass or painted surfaces.
8. No persons shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using a limited public forum area and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation; or for an approved PCC student club, PCC employee organization, or college department.
9. The PCC shall provide bulletin boards in the limited public forum areas, convenient for public use, for the posting of materials. All materials displayed on such public use bulletin boards are subject to removal according to a cleaning schedule established by the Dean of Student Affairs.