

120-04 PUBLIC INFORMATION DISTRIBUTION AND LIMITED PUBLIC FORUM PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of these procedural guidelines is to outline the time, place and manner by which public information distribution of non-College-related materials is allowed in or at any College owned or controlled property. For the purpose of these guidelines, all of the below definitions are considered methods of public information distribution.

2. PROCEDURE

1. Definitions

- a. Posting: The placement of any written materials inside of a College owned or controlled building
- b. Leafleting: The free distribution of written material from one person to another, outside posting on college owned or controlled properties, or posting on vehicles
- c. Picketing: Persons congregating with a desire to protest
- d. Soliciting: Requests for donations to support any cause or person
- e. Petitioning: The attempt to enlist persons to align with and support a cause or person as demonstrated by signing any document
- f. Major group: Twenty (20) or more persons picketing, participating in a demonstration or using a public distribution area
- g. Minor group: Less than twenty (19 or fewer) persons picketing, participating in a demonstration, or using a public distribution area

2. Responsibilities

- a. Posting - The Dean of Student Services is responsible to designate a campus-specific individual for each CCC campus who is responsible to approve distribution or posting of any non-college material throughout the interior of any college owned or controlled property.
- b. Limited Public Forum - The Executive Director for Facilities (Director) or designee is responsible to identify a location or locations at each campus or center as a public information distribution area (area). Maps of the areas will be drawn. This public forum shall be accessible to all persons as outlined later in this guideline.

3. Posting and Material Distribution

- a. Individuals wishing to distribute or post written materials inside a College owned or controlled building are required to submit an exact copy of the materials to be distributed or posted to the designated campus-specific official of the campus or center. To be eligible for distribution or posting, it must meet the criteria listed below in section 5-c-v-1.

- b. For all of this guideline, materials being distributed or posted shall not be displayed or posted for longer than sixty (60) days, but may be removed sooner at the discretion of the Director, designee or campus-specific individual.

4. Limited Public Forum

- a. Public Information Distribution Areas will be identified on each College campus.
- b. These areas may be located inside or out of College owned or controlled buildings and shall display a sign which states:
 - 1. The areas are intended as a public service to allow free exchange of information and notices that may be of interest to members of the College community.
 - 2. The College neither sponsors nor endorses the activities, offers, information or literature provided by the individuals, groups, organization, or entities distributing such information.
- c. Persons wishing to use an area are required to:
 - 1. Contact the director or designee prior to the date of utilization, to give notification of their intent to be present (see the attachment at the end of this procedural guideline for timely notification requirements). Failure to do so may result in a request to vacate the premises.
 - 2. If more than one entity wants to be present on overlapping dates and the area's size will not accommodate both, requests will be honored on a first-come, first-served basis.
 - 3. Receive the information packet checklist (Attachment), which outlines the College's requirements for their presence on campus.
 - 4. Any person(s) requesting use of an area will be required to utilize the designated outside area, unless inclement weather prohibits, and will need to explain their intended usage of the area.
 - 5. If leafleting or distributing any material, copies of the documents intended for distribution must be submitted for approval by the Director or designee prior to distribution.
 - 6. In order to be eligible for distribution, the material must:
 - a. not contain pornographic images or obscene text
 - b. not promote, advocate or incite violence
 - c. and clearly contain the name of the individual, group, organization or entity distributing the material
 - 7. The Director, designee or campus-specific individual will notify the person, organization or entity whether or not materials they wish to distribute or post will be allowed.
 - 8. All tables and displays must be placed and remain within the outlined boundaries of the area.

- d. Persons using the area are expected to comply with certain law and order provisions such as:
 1. Not blocking any vehicular traffic way, pedestrian walkway, building entrance or exit doors and paths, or emergency service connection
 2. Respecting the rights of passers-by and not unduly harass them
 3. Not making any physical contact, obstruct passage or, in any manner, maliciously detain passers-by
 4. Not damaging any property
 5. Not committing any other violation of criminal statutes, ordinance or law
- e. Use of sound amplification equipment, drumming, singing, chanting, or any behavior that disrupts the educational mission of the college is prohibited.
- f. All terms, conditions and standards of this procedural guideline will be equally applied to all persons, regardless of the message they wish to share.
- g. Persons who do not comply with all terms, conditions and standards of these guidelines may be instructed to leave the campus or center and will not be allowed to distribute their material or share their message on College property. Refusal to honor a request to leave may result in summoning of law enforcement assistance, pursuant to Arizona Revised Statute 13-2911, Interference with or disruption of an educational institution.
- h. See attached Limited Public Forum Usage Form on page 6 of this document.

5. Minor Groups

1. A Minor Group is defined as a total of nineteen (19) or fewer participating persons.
2. Minor groups giving notifications of their intention to be present must;
 - a. Make notification of their intentions to be present on any college owned or controlled property no less than three (3) business days prior to the date of intended presence by completing the attached Facility Use Form. Timely notification will allow the College adequate time to ensure the needed space is available and prepared for use by the group.
 - b. Must provide copies of any material to be leafleted or distributed for approval pursuant to the criteria outlined in 5-c-v-1.
 - c. Must provide proof of insurance coverage meeting the below standards of;
 1. Comprehensive General Liability Insurance with coverage of at least \$1,000,000 per occurrence. Equipment hired, leased and owned shall be covered. Coconino Community College and Coconino Community College Foundation agents, representatives and employees are to be named as additional insured.
 2. Comprehensive Automobile Liability Insurance including schedules, hired, owned and non-owned autos of \$1,000,000 combined single limit listing. Coconino

Community College and Coconino Community College Foundation agents, representatives and employees as additional insured.

6. Major Groups

1. A Major Group is defined as being twenty (20) or more participating persons.
2. Major groups giving notification of their intention to be present, must;
 - a. Make notification of their intentions to be present on any college owned or controlled property no less than five (5) business days prior to the date of intended presence by completing the attached Facility Use Form. Timely notification will allow the college adequate time to prepare for a group of this size or greater.
 - b. The College reserves the right to either adjust the dimensions of the limited public forum location, or relocate the group to a more appropriate sized space elsewhere on the campus to accommodate the group's size.
3. If leafleting or distributing any materials, copies must be provided for approval pursuant to the criteria outlined in 5-c-v-1.
4. Must provide proof of insurance coverage meeting the below standards of:
 - a. Comprehensive General Liability Insurance with coverage of at least \$2,000,000 per occurrence. Equipment hired, leased and owned shall be covered. Coconino Community College and Coconino Community College Foundation agents, representatives and employees are to be named as additional insured.
 - b. Comprehensive Automobile Liability Insurance including schedules, hired, owned and non-owned autos of \$2,000,000 combined single limit listing. Coconino Community College and Coconino Community College Foundation agents, representatives and employees as additional insured.

7. Facility Use Form

1. Regardless of the size of the group, an abbreviated Facility Use Form must be completed and submitted at the same time the timely notification is given to the College.
2. The use of College facilities is the use of a public resource, therefore, facilities use by non-College parties must be consistent with state law, these procedures and procedural guidelines and the Rules Governing Use of Facilities.
3. Users must abide by Coconino Community College Procedure 121-05 (Alcohol, Illegal Drug and Weapons Offenses).
4. The Vice President of Business and Administrative Services, or another designated campus or center official, may decline a request to use College facilities if the official determines that the proposed use poses a threat to the health and safety of students, staff, or others, or if the official

reasonably believes that the proposed use is likely to materially and substantially interfere or compete with the normal operations of the College.

5. The College has the right to approve any advertising concerning a non-College party's use of College facilities. All advertisements for events must clearly state who will conduct the event. If the use is a non-college event, advertising must state who is conducting the event and "Coconino County Community College" shall not be included other than in reference to the event location.

3. BACKGROUND

1. References: none
2. Revision history: 02/19/2010 (reformatted), 08/21/2014
3. Legal review: 04/09/2014
4. Sponsor: Facilities

Guidelines effective: 08/21/2014

COCONINO COMMUNITY COLLEGE

LIMITED PUBLIC FORUM USAGE FORM

Date(s) of Event:			
Name of Event:			
Area of Event:			
Contact Person:		Organization:	
Phone #:		Email:	
Campus:	Lone Tree	Fourth St	Page
Public Forum Location: Outside _____ Inside _____			
Arrival Time:	Event Start Time:	Event End Time:	Departure Time:
Number of Participants:			
Will you be setting up any chairs, tables, booths:	YES	NO	
List all:			
Will you be handing out Pamphlets, flyers: (you will be responsible for cleaning up any pamphlets/flyers on the ground)			YES
			NO

NOTE; All Printed Handouts must approved prior to distribution. Attached YES _____ NO _____

Signature Required:
(I agree to abide by all CCC policies and procedures)

Comments:

INTERNAL USE ONLY

Proof of Insurance Attached:	YES	NO	Approved/ Denied by:	Date:
Handouts Approved	YES	NO	Approved/ Denied by:	
Security Notified:				Date:
CCC Incident Report by:				Date: