



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Finance & Administration**  
Approved By:

**Policy Number:**  
**Effective Date:**  
Page 1 of 5

## Policy on Solicitation, Public Meetings, Performances, Rallies and Similar Events

### PURPOSE:

As a public institution of higher education, California State University Channel Islands (CSUCI) is dedicated not only to learning and scholarly research, but also to the creation of a campus environment that encourages the exchange of ideas and opinions, responsible citizenship and respect for the rights and viewpoints of others. This policy is intended to provide general guidance in the use of university buildings and grounds in regards to solicitation, public meetings, performances, rallies, and similar events while protecting the rights of freedom of speech, expression and petition.

This policy does not supersede any provision of any Collective Bargaining Agreement.

### BACKGROUND:

California Code of Regulation, Title V Article 9, Use of CSU Buildings and Grounds sections 42350.5 Solicitation, 42353 Public Meetings, Performances, Rallies and Similar Events, and 42354 Notice, California Penal Code Sections 415.5 Disturbance of Peace at a State University, California State University Channel Islands Administrative Policy FA.83.001, Policy on Use of Facilities  
California Penal Code 626.4 and 626.6.

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### POLICY:

#### Accountability:

The Events and Facilities Committee, Chief of Police, and the Vice President for Student Affairs.

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#### Applicability:

This policy applies to all CSUCI faculty, staff, students, tenants, contractors, volunteers, and visitors on university property.

#### Definition(s):

Solicitation- Solicitation means to request, or endeavor to persuade or obtain by asking, but does not include commercial solicitation, which is direct and personal communication in the course of a trade or business reasonably intended to result in a sale.

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Commercial Solicitation- Commercial solicitation means any

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Tenants- Tenants are defined as any organization, person or employees of an organization or person(s) with an executed lease with CSUCI.



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

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Page 2 of 5

## Policy on Solicitation, Public Meetings, Performances, Rallies and Similar Events

University Property-University property is defined as all property owned leased and/or controlled by CSUCI.

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### Guidelines for Solicitation, Public Meetings, Performances, Rallies and Similar Events:

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1. Disruptive Activity – Obstruction, disruption, or interference with classes, research, administrative functions, or other University activities is not permitted as indicated in the California Penal Code Sections 626.4 and 626.6. Likewise, infringement on the rights of others is prohibited.

2. Reasonable Access – It is important to provide reasonable access to and exit from any office, classroom, laboratory, or building. Likewise vehicular and pedestrian traffic should not be obstructed.

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3. Peaceful Assembly – Picketing or demonstrating in an orderly manner or distributing literature outside University buildings is acceptable with the appropriate approval from the EFC.

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4. Symbolic Protest – Displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. Such actions should not interfere with others view or prevent them from being able to pay attention to other events which may be occurring.

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5. Noise – Making sustained or repeated noise in a manner that substantially interferes with a speaker's ability to communicate his/her message is prohibited. Noise levels should not interfere with classes, meetings, or activities in progress.

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6. Force or Violence – Any attempt to prevent a University activity or other lawful assembly by the threat or use of force or violence is prohibited.

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7. Damage to Property – Care should always be taken to ensure that University and personal property is not damaged or destroyed.

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8. Other University Regulations – All applicable University rules, regulations, policies, and guidelines should always be adhered to.

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**Page 3 of 5**

## Policy on Solicitation, Public Meetings, Performances, Rallies and Similar Events

**Text:**

The use of university buildings and grounds for public meetings, performances, rallies, solicitations or other similar functions or events may be permitted in accordance with reasonable directives issued by the campus President as to the time, place and manner and in accordance with the University's Administrative Policy FA.83.001 Policy on Use of Facilities and SA.07.003 Policy on Distribution of Written Materials. All individuals and organizations must arrange for the use of university facilities or grounds through the Events and Facilities Committee. Any such event occurring on campus in violation of established university directives regarding time, place and manner is prohibited.

**Solicitation**

~~External Individuals, Organizations, CSUCI Faculty, Staff, Students and Approved Student Clubs and Organizations - for non-university sponsored events~~

Any circulars, flyers or other form of written material for distribution or solicitation purposes must be submitted ~~to the Events and Facilities Committee for approval.~~

**Time:**

~~As determined and approved by the Events and facilities Committee.~~

**Place:**

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

**Manner:**

~~Soliciting must adhere to the Guidelines for Solicitation, Public Meetings, Performances, Rallies and Similar Events.~~

~~CSUCI Faculty, Staff, Students and Approved Student Clubs and Organizations – for approved University sponsored events~~

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¶  
<#>Interfere with classes in session, or other normal university business or functions.¶  
<#>Obstruct the free flow of pedestrian and vehicular traffic.¶  
<#>Utilize voice amplification or other unduly loud noise.¶  
<#>Intimidate, harass or provoke any individual in the vicinity.¶  
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CSUCI Students¶  
Before submitting a request through

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**Time:**¶  
As determined and approved by the Events and Facilities Committee.¶  
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**Effective Date:**  
Page 4 of 5

## **Policy on Solicitation, Public Meetings, Performances, Rallies and Similar Events**

Before submitting a request through the Events Calendar, faculty, staff, students and approved student clubs and organizations shall notify and secure the approval of the appropriate Vice President or designee.

**Time:**

As determined in conjunction with the requesting faculty, staff, student or approved student club and organization and approved by the appropriate Vice President or designee.

**Place:**

Restricted to the immediate geographical location approved by the appropriate Vice President or designee. Soliciting inside classrooms must be approved in advance by the appropriate faculty member.

**Manner:**

Soliciting must adhere to the Guidelines for Solicitation, Public Meetings, Performances, Rallies and Similar Events.

## **Public Meetings, Performances, Rallies, and Similar Events**

External Individuals, Organizations, CSUCI Faculty, Staff, Students and Approved Student Clubs and Organizations - for non-university sponsored events

**Time:**

As determined and approved by the Events and Facilities Committee.

**Place:**

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

**Manner:**

These meetings or events must adhere to the Guidelines for Solicitation, Public Meetings, Performances, Rallies and Similar Events.

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Page 5 of 5

## Policy on Solicitation, Public Meetings, Performances, Rallies and Similar Events

CSUCI Faculty, Staff, Students and Approved Student Clubs and Organizations – for approved University sponsored events

Before submitting a request to the Events and Facilities Committee, faculty, staff, students and approved student clubs and organizations shall notify and secure the signature of the appropriate Vice President or designee.

Time:

As determined in conjunction with the requesting individual or organization and approved by the appropriate Vice President or designee.

Place:

Restricted to the immediate geographical location approved by the appropriate Vice President or designee.

Manner:

These meetings or events must adhere to the Guidelines for Solicitation, Public Meetings, Performances, Rallies and Similar Events.

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<#>Interfere with classes in session, or other normal university business or functions.¶  
<#>Obstruct the free flow of pedestrian and vehicular traffic.¶  
<#>Utilize any unauthorized amplification or other unduly loud noise.¶  
<#>Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.¶  
<#>Fail to comply with a lawful order of a

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**Deleted:** <#>in the performance of their duties.¶  
<#>¶

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all students, student clubs or organizations must notify and secure the approval of the Vice President of Student Affairs or designee.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

Interfere with classes in session, or other normal university business or functions.

Obstruct the free flow of pedestrian and vehicular traffic.

Utilize voice amplification or other unduly loud noise.

Intimidate, harass or provoke any individual in the vicinity.

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to the Events and Facilities Committee

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Vice President for Academic Affairs and staff shall notify and secure the

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approval of the Vice President for Finance and Administration.

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organization

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Events and Facilities Committee.

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Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

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be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

Time:

8:00AM-5:00PM Monday through Friday

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

External Individuals and Organizations

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These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize any unauthorized amplification or other unduly loud noise.
- Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.
- Fail to comply with a lawful order of a

in the performance of their duties.

## CSUCI Students

Before submitting a request through the Events Calendar

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to the <b>Events and Facilities Committee</b>		
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, all students, student clubs or organizations shall notify and secure the approval of the Vice President of Student Affairs prior to any rally, demonstration or march.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

Manner:

These meetings or events must be conducted in a manner that does not:

Interfere with classes in session, or other normal university business or functions.

Obstruct the free flow of pedestrian and vehicular traffic.

Utilize any unauthorized amplification or other unduly loud noise.

Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.

Fail to comply with a lawful order of a police

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in the performance of their duties.