



NOTE: These procedures do not supersede any provision within any CSU collective bargaining agreement.

I. Procedures for Time, Place and Manner

In support of the CSU Channel Islands (CSUCI) Policy for Time, Place and Manner, the procedures outlined below have been enacted.

II. Public Meetings, Performances, Rallies, Demonstrations, or Similar Public Events

Members of the University community and non-University community may use campus buildings and grounds for public meetings, conferences, performances, rallies, demonstrations, and similar events in accordance with the general limitations described in the Policy for Time, Place and Manner.

Not all University property, facilities and services are available for reservation or requests for non-instructional purposes. Information concerning reservation and availability for non-instructional use may be obtained by contacting Conferences & Events located in University Hall, 805-437-3900 or events@csuci.edu.

There may be a fee or fees charged for the rental of a facility, security, parking, and custodial services. The fee shall be based on the venue rented and the number of attendees. Conferences & Events will determine the schedule of fees. The content or subject of the event is not a measure or consideration in determining a rental fee.

Recognized student clubs or organizations requesting reservations should contact Campus Life located in the Bell Tower Room 1808, 805-437-3356.

Any non-University group that wishes to conduct a demonstration or protest, upon arrival at the campus should check-in with the University's Police Department located in Placer Hall, 805-437-8444.

II. Sound Amplification

Outdoor sound amplification is limited to the Central Mall between University and Ojai Halls, except where advance approval is obtained from Conferences & Events located at University Hall, 805-437-3900 or events@csuci.edu. With advance approval from Conferences & Events, a one-hour grace period may be granted prior to the start of an event to provide for necessary sound checks.

V. Solicitation (Commercial Transactions and Non-Commercial Solicitation)

Vendors interested in doing business on University property must seek advance approval from Conferences & Events located in University Hall, 805-437-3900 or events@csuci.edu.

There are standardized reservation fees and daily rate charges available through Conferences & Events for commercial sales and vending spaces by non-student vendors. Commercial solicitation is limited to the hours of 9 a.m. to 5 p.m., Monday through Friday.

Individuals or groups who wish to conduct non-commercial solicitations such as ballot signature-gathering, information provided by religious organizations, or other non-commercial solicitations, upon arrival at the campus, should check-in with the University's Police Department located in Placer Hall, 805-437-8444.

Students or student clubs/organizations must obtain approval from Campus Life located in Bell Tower Room 1808 or 805-437-3356.

CSUCI employees, external entities or non-University persons, may solicit sales to a CSUCI employee or student with advance approval from Conferences & Events located in University Hall or 805-437-3900.

VI. Handbills and Circulars

Non-commercial handbills and circulars may be distributed by hand in the designated public forums identified in the Policy for Time, Place and Manner, from 9 a.m. to 5 p.m. Monday through Friday, and on other University walkways and outside entrances to University buildings provided that the activity conforms to the general limitations described in the Policy for Time, Place and Manner.

VII. Display or Distribution of Published Materials

The display and distribution of published materials are permitted from 9 a.m. to 5 p.m., Monday through Friday, provided such activity conforms to the general limitations noted in the Policy for Time, Place and Manner.

VIII. Postings

Posting requests shall be reviewed and approved in advance as noted below and according to the [request for posting requirements](#).

All postings must be approved in advance as follows:

- CSU union-affiliated activities and communication: no approval necessary
- CSUCI academically-related postings: no approval necessary
- Students or Student Clubs and Organizations: approved by Campus Life via CISync
- Staff: approved by their respective Vice President
- Non-University persons, entities or organizations: approved by Communication & Marketing

Approved materials will be posted by University staff within two to four (2-4) business days. Postings are subject to the following:

- Postings or signage content must include the name of the event/activity, date, time, and place of event/activity; and contact person, telephone or web address.
- Use of push pins or thumb tacks for cork bulletin boards and magnets for dry eraser boards. (Tacking, painting, pasting, marking, writing, gluing, stapling or otherwise

affixing signage is not allowed on any surfaces. Stickers may not be posted onto any surfaces.)

- Putty or blue masking tape may be used for large event posters approved for placement on walls immediately adjacent to general bulletin boards.

Banners to advertise campus events may be displayed outdoors and should not exceed 36” x 96” in size. Reservations to use aluminum display frames can be made by contacting Conferences & Events in University Hall, 805-437-3900 or events@csuci.edu. Requests for banners to be hung from the Student Union Treehouse Courtyard are to be approved, installed and removed by Student Union Building staff only by contacting them at student.union@csuci.edu or 805-437-2622.

Vehicle or pedestrian directional signage for campus events or activities should not exceed 24” x 36” in size and shall be placed by University staff only in accordance with Public Safety’s [Sign Placement Procedures](#).

Postings for Non-commercial or Commercial Solicitations/Transactions

Requests for posting of non-commercial or commercial solicitations/transactions require a sample of the materials to be emailed to communication.marketing@csuci.edu for review and approval.

Once approved, the requestor shall provide the materials as indicated in the [request for posting requirements](#). Materials will be posted for a maximum of 14 calendar days for a single event or activity. Materials will not be posted inside classrooms. All postings will be removed no later than seven (7) days after the event or by the approval expiration date noted on the posting.

IX. Fundraising Activities

Requests for fundraising events or activities require the following approvals:

- Students, student clubs/organizations, faculty and staff must receive advance approval from University Advancement by contacting the Senior Director of Development located in University Hall or by calling 805-437-1662.
- All sales of food products must be approved in advance by the University’s Auxiliary Services to ensure compliance with health and safety codes and standards. Auxiliary Services may be contacted in Lindero Hall or uas@csuci.edu.