



## **Student Life Office – Petaluma Campus**

### **Solicitation (Free Expression) by Unsponsored Organizations or Individuals**

Members of the public are welcome to speak and/or distribute written materials within outdoor common areas of each campus subject to time, place, and manner guidelines. The following guidelines are established to govern solicitation by off-campus organizations and individuals to table, assemble, display materials, petition, engage in public address, and/or distribute literature on SRJC's Petaluma campus:

1. Before setting up a table or display, assembling, engaging in public address, distributing literature, and/or seeking signatures on a petition, all solicitors shall report to the Student Life Office and sign-in (using SOLICITATION SIGN-IN SHEET) to notify staff of the solicitor's presence on campus, and to acknowledge receipt of these guidelines. This notice does not involve any application or approval process, and therefore, the ability to use the college's outdoor areas cannot be denied. This notice is only intended to provide SRJC with knowledge of the solicitor's presence on campus so that SRJC can notify the appropriate staff members whose services might be needed or impacted by use of the designated area.
2. The following Petaluma campus locations below have been designated as the most effective free speech areas, causing limited disruption to classes and offices:

Zone 1: **Rotary Plaza Lawn** – past the lamp post toward Mahoney Library\*

Zone 2: **Rotary Plaza Patio** – adjacent to Mahoney Library\*

\*see map of Solicitor Zones for specific locations

3. Tables and display materials may be set up only in the above designated areas on the Santa Rosa Campus. Solicitors must provide their own signage, tables, chairs, and materials. Free gifts (other than food and drink) may be distributed. Literature/newspapers and/or other items cannot be sold, nor can donations be solicited from any student or SRJC staff member.
4. The designated time for solicitation is during normal business hours of the college, 8:00am – 5:00pm, Monday – Friday.
5. The use of sound amplification is only allowed on the ROTARY PLAZA. Solicitors shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the College, campus, or classes taking place at that time.

6. Solicitors MAY NOT walk up to pedestrians and force them to take literature, follow pedestrians to classes or elsewhere on campus, or obstruct the flow of traffic of pedestrians walking to and from buildings. No solicitor shall touch, strike, or impede the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
7. Any solicitor who is distributing literature must retrieve and remove or properly discard any literature that is discarded or dropped in or around the area in which the solicitor is distributing literature prior to leaving that area.
8. Solicitors are expected to conduct themselves in a respectful manner toward all students and college personnel and to follow a code of conduct that aligns with our Student Code of Conduct which can be viewed [here](#).

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