



## Student Life Office – Petaluma Campus

### Solicitation (Free Expression) by Un-sponsored Organizations or Individuals

Pursuant to the U.S. Constitution and aligned with relevant court case law, outdoor common areas of a college campus must be deemed “public forums” where free speech activities can take place. Members of the public are welcome to speak and/or distribute written materials within these outdoor areas 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, we recommend all solicitors report to the Student Life Office and sign-in (using SOLICITATION SIGN-IN SHEET). Though not required, signing-in is recommended in order to notify college employee’s whose services might be needed or impacted by use of the designated area, and to answer solicitor’s questions regarding these guidelines. This notification does not involve any application or approval process, and therefore, the ability to use the college’s outdoor areas cannot be denied.
2. Though all District outdoor common areas are open to free speech activities, the following Petaluma campus locations below have been designated as the most effective areas, causing limited disruption to classes and offices:

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

**Rotary Plaza Patio** – adjacent to Mahoney Library\*

\*see map of campus for specific locations

3. Tables and displays should be set up in a way that does not impede foot traffic or hinder accessibility. 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 should retrieve and remove or properly discard any literature that is not distributed prior to leaving that area. Solicitors will not be held responsible for literature discarded after it has been given to an interested party.
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](#).

10.1.11, rre  
Revised 9.16.13, rre  
Revised 4.14.17, rre  
Revised 4.8.18, rre  
Revised 9.8.19, rre  
Revised 4.29.20, rre