



# SANTA ROSA JUNIOR COLLEGE

## Student Affairs 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 the designated areas of each campus subject to the time, place, and manner guidelines. The following guidelines are established to govern solicitation by off-campus organizations and individuals to table, display materials, petition, engage in public address, and/or distribute literature on SRJC's Petaluma campus:

1. Before setting up a table or display, engaging in public address, distributing literature, and/or seeking signatures on a petition, all solicitors shall report to the Student Affairs & New Student Programs office and sign-in (using SOLICITATION SIGN-IN SHEET) to notify appropriate 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 designated area 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 members of its staff whose services might be needed or impacted by use of the designated area.
2. The designated areas for solicitors to table, set up displays, seek signatures on a petition and/or engage in public address at the Petaluma campus are as follows:

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

The solicitor must REMAIN in these specified areas only.

3. Tables and display materials may be set up only in the above designated areas on the Petaluma 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 distribute literature in any other areas, including parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center.

7. 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.
8. 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.
9. Solicitors are expected to conduct themselves in a respectful manner toward all students and college personnel and to follow a code of conduct which prohibits the following:
  - a) Obstruction or disruption of teaching, administration, disciplinary procedures, college activities, or other authorized activities on college premises.
  - b) Physical or verbal abuse of any person on college owned or controlled property or at college sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
  - c) Willful misconduct resulting in injury or death to a student of college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.
  - d) Theft of or damage to property of the college or of a member of the college community or campus visitor.
  - e) Unauthorized entry into College facilities, or unauthorized use of College supplies or equipment.
  - f) Violation of College policies or of campus regulations concerning student organization, traffic, the use of College facilities, or the time, place and manner of public expression.
  - g) Use, possession, or distribution of alcoholic beverage on College property, at any college sponsored event, or appearance on campus or at any College sponsored event after consuming alcoholic beverages.
  - h) Disorderly, lewd, indecent, or obscene conduct on college owned or controlled property or at college sponsored or supervised functions.
  - i) Continued disruptive behavior, failure to comply with directions of College officials acting in the performance of their duties, continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority or persistent abuse of College personnel requiring inordinate drains on staff time, resources and supervision.
  - j) Possession and use of any deadly weapon, threatening persons on College property or at College sponsored events (P.C. 245).
  - k) Assault, battery, or any threat of force or violence upon a student or College personnel.
  - l) Failure to observe precautions which the College deems necessary to insure the safety of the student or others.