

1.0 General

- 1.1 Los Rios Community College District property shall be used only in accordance with Federal, State, and local laws and shall not be used for any unlawful activity.
- 1.2 All persons on District/College property are required to abide by District/College Policies and shall identify themselves upon request to District/College officials acting in the performance of their duties. Violation of District/College Policies may subject a person to possible legal penalties or may result in District/College sanctions. If the person is a student, faculty member, or staff member of the District/College, that person may also be subject to District/College disciplinary action.
- 1.3 Public expression in the form of freedom of speech and advocacy may be exercised on District/College property at such times and places and in such a manner as is compatible with the use of the property, and that: (a) assures orderly conduct; (b) avoids disruption or interference with District/College operations; (c) avoids disruption or interference with the ability of the District/College to carry out their responsibilities as educational institutions; (d) protects the rights of all individuals who use District/College property; (e) protects persons against practices that would make them involuntary audiences; and (f) assures the safety of all members of the District/College community.
- 1.4 Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any matter or in any form. Smoking also includes the use of e-cigarettes. An e-cigarette is any oral device that provides a vapor of nicotine or any other substance for inhalation. E-cigarettes do not include products approved by the United States Department of Food and Drug Administration for medical treatment.

2.0 Use of Outdoor Areas Open to the Public Generally

- 2.1 On District/College outdoor areas open to the public generally, all persons or organizations may exercise their constitutionally protected rights of free expression, speech, assembly, and worship, and meet and distribute and sell noncommercial literature incidental to the exercise of these freedoms. Such activities shall be compatible with use and maintenance of the area and the free flow of persons and traffic, and shall not interfere with or disrupt the normal activities of the District/College property. Interference with District/College property entrances or exits is strictly prohibited.
- 2.2 Any individual or group wishing to engage in speech activities is requested to notify the appropriate College or District Facilities Management department as far in advance of the activity as possible. If advance notice has not been made, notice of arrival (including location of activity) is required. Notice of arrival should be made at the campus Facilities Management department as soon as practical.

- 2.2.1 The Facilities Management department should notify campus police, custodial department, or other appropriate College departments of any non-student or non-College organization speech activities when possible.
- 2.3 Organizations/individuals are encouraged to reserve space in advance. Locations are filled on a first come, first choice basis. A reservation increases the chance of obtaining a particular location. Locations should be chosen to minimize interference with the free speech rights of others. Conflicts in location shall be addressed to the Facilities Management department.
- 2.3.1 Requests for reservation of District/College outdoor areas open to the public generally are reviewed and acted upon by Facilities Management departments for the respective College or District property. A reservation request may be denied if the request is not in accordance with District/College Policies and Administrative Regulations. A reservation request shall be denied if the circumstances are such that the event will present a clear and present danger to the orderly operation of a College or the District. In case of a denial of or any conflict of property use, the reservation applicant may appeal to President. The President will render a decision on the appeal within seven (7) calendar days.

3.0 Use of All Other Property and Facilities

- 3.1 Persons or organizations (including those not affiliated with the District or a College) shall be eligible to use District/College facilities (classrooms, athletic fields, etc.) as set forth in Administrative Regulations [R-1411](#) (Use of Facilities) and [R-1412](#) (Fees for Use of Facilities).

4.0 Religious or Political Activities

- 4.1 As a state instrumentality, the District/Colleges must remain neutral on religious and political matters. The District/Colleges cannot sponsor or fund religious or political activities, except when authorized by the Los Rios Community College District Board of Trustees.
- 4.2 Religious or political authorized student organizations shall have access to District/College property on the same basis as all other authorized campus organizations. See District Policies [P-2311](#) (Student Associations) and [P-2312](#) (Student Organizations and Activities).
- 4.2.1 Authorized student organizations may sponsor and fund religious or political activities provided no District/College funds are used to underwrite these activities.
- 4.3 The name, insignia, seal, or address of the District/Colleges or any of their offices or units shall not be used for or in connection with religious or political purposes or activities except as consistent with District/College Administrative Regulations.

- 4.3.1 In correspondence, statements, or other material relating to religious or political activities or issues, the District/College title of a faculty or staff member shall be used only for identification. If such identification might reasonably be construed as implying the support, endorsement, or opposition of the District/College with regard to any religious or political activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for himself or herself and not as a representative of the District/College or any of its offices or units.
- 4.4 Funds: To avoid District/College endorsement of a political candidate, the payment of District/College-controlled funds is prohibited to individuals who have declared their intention to run for elective office at the time a contract is made. This prohibition covers contracting for payment of fees, honoraria, or travel expenses.
- 4.4.1 This prohibition does not extend to members of the Board of Trustees who have declared their intention to run for election as members of the Board of Trustees or other elective office. Such Board of Trustees members may continue to receive their customary compensation, reimbursement expenses, and other fees, compensation, or money due to them for the performance of their duties as elected members of the Board of Trustees. Section 4.4 shall apply in all other respects.
- 4.5 Faculty, Students, and Staff. The District/Colleges recognize, support, and shall not abridge the constitutional rights of faculty, students, and staff to participate, either as individuals or as members of groups, in the political process of supporting candidates for public office or any other political activity. The District Policies above in no way constitute prohibitions on the right of any individual or group in the District/College community to express political views.

5.0 Amplified Sound Permit

- 5.1 The following Administrative Regulations have been developed to assure that sound at events held on District/College property is maintained at a reasonable level and is not disruptive to District/College activities or communities. A permit must be approved by the Facilities Management department for outdoor use of amplified sound. Permits will not be approved if the sound may interfere with classes, the orderly administration of the District/College, or reasonably disturb District/College operations, or community residents.
- 5.2 The level of sound must be limited to reach only the immediate audience. Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, the surrounding terrain and the buildings can greatly influence the effect of sound. The set-up of speakers should be carefully checked before each event and monitored occasionally during the event by the permit holder. Sound checks must be conducted only during the hours sound is allowed.

- 5.3 Outdoor use of sound is generally permitted in areas designated by each College and in accordance with the conditions enumerated; all other areas by exception only. A list of the designated areas for each College shall be available at the Facilities Management department.
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Adm. Regulation Adopted: 11/28/05
Adm. Regulation Revised: 4/26/10; 4/27/15; 10/17/16
Adm. Regulation Reviewed: 10/17/16
Board Policy: [P-1413](#)