

TIME PLACE AND MANNER REGULATIONS

College of Lake County

I. **Purpose and Intent**

The College of Lake County (CLC) stands for the premise that a robust college activity and event calendar adds to the richness and depth of a college learning experience. Therefore, CLC supports its club and organization activities, open expression/free speech, informational, interactive, performance, and all other such activities and events hosted by student clubs and organizations ("Student Clubs and Organizations") as well as individuals, and groups not affiliated with the College ("Community Organizations"), pursuant to these Time, Place and Manner Regulations and consistent with the law. **Note** that any activity, or event in which there is an expression that incites imminent unlawful action, is a true threat, solicits the committing of a crime, is obscene or pornographic, defamatory, constitutes perjury, blackmail, or fraud, is **not** protected by the First Amendment. This also includes bullying, discrimination, harassment, and sexual misconduct violations. Students are expected to comply with CLC's [Student Rights and Responsibilities/Procedures](#), Sexual Misconduct and [Title IX Policy and Procedures](#), and [Non-Discrimination Policy](#); any violations of these policies and procedures and the regulations below may be subject to disciplinary action and/or subject to local, state, and federal laws which could be enforced by Campus Police.

II. **Scope**

The College reserves the right to regulate said activities and events sponsored by Student Clubs and Organizations and Community Organizations occurring on campus consistent with the law, and asserts that it is in the best interests of the College and its community members to do so. If a Student Club or Organization or Community Organization is to hold an activity or event at the College, they must adhere to these processes, rules and regulations. If the activity is a demonstration, rally, march, or protest, please refer to the College's regulations on Demonstrations for specific information. Furthermore, the views or opinions asserted by any group does not reflect an endorsement or agreement of said opinions or beliefs by the College.

III. **Activity/Event Reservations**

A. *Reservation process*

1. Requests to schedule a Student Club and Organization or Community Organization activity or event, including open expression/free speech activities, will be made by

completing the Student Activities' [Program Request Form](#) (for students) or Central Scheduling's [Community Activity Request Form](#) (for community members).

2. Use of a designated area must be requested at least five business days prior to the desired date of use. Requests for a subsequent semester will not be accepted earlier than four weeks prior to the beginning of that semester.

B. Scheduling

1. Only one reservation per group or individual may be made on one particular day.
2. In the event of scheduling conflicts, College-wide and Department sponsored activities and events are prioritized over all other events; Student Club and Organizations activities and events are prioritized over Community Organizations.

IV. Area Use Regulations

A. General Use Regulations

1. Must take place during College operating hours; with no event exceeding 12 hours.
2. Two table spaces, with 6-foot tables will be made available with an approved reservation. The College reserves the right to place the tables as it sees fit within the appropriate forums.
3. The College reserves the right to space tables and limit the number of events in light of health and safety concerns.
4. Tables must be attended at all times during the activity/event by representative(s) of the reserving organization, with no more than four representatives, per activity/event.
5. Representatives of organizations or agencies may not leave the display table to approach individuals, and representatives must clearly identify themselves to individuals who visit the table.
6. The College will assume a violation of these procedures has occurred when a Student Club or Organization or Community Organization does not staff its reserved space without notifying Student Activities or Central Scheduling of the cancellation within 24 hours of the reservation by phone or email.
7. Solicitation of funds, the sale of goods or services, or advertising for the sale of goods or services must be approved prior to the event.
8. No one may force someone to take a leaflet. No one may leave leaflets around campus grounds, offices, courts, classrooms as well as on car windshields, in bathrooms, stairwells

or on tables. Leaflets may be given directly to individuals in the approved designated areas.

9. Materials shall not be distributed by placing copies on or in vehicles, including bicycles, on College property.

B. Specific Area Use Regulations

1. All activities and events hosted by a Student Club or Organization or Community Organization must take place in the designated activity/event areas set forth by the College.
2. The Commons (B102) may be used by Student Clubs/Organizations for informational and fund-raising tabling only.
3. Student Street (B100) may be used by Student Clubs and Organizations and Community Organizations for informational and fundraising tabling only.
4. Each Student Club/Organization or Community Organization may make up to two reservations total per semester to use open space forums at B Court, C Court, or (Connecting Link) for events that include speakers, debates, panels, or similar events.
5. There is no restriction on availability for closed space forums.

C. Safety and Access Regulations

1. It is prohibited to engage in any activity which endangers personal safety and/or results in damage to personal or College property.
2. It is prohibited to interfere with or disrupt normal College business, classes, or any organized and authorized College activity inside or outside a campus building.
3. It is prohibited to interfere with, block, or impede, the normal access to or from any hallway or building, including walkways that connect such buildings.
4. Displays at the College may not be disruptive in nature, and individuals may not engage in disruptive conduct.
5. All sound amplification must not disrupt daily college activities and will be monitored and kept at low decibels. The office of Student Activities must provide the speaker and microphone(s) for student clubs / organizations. Community organization must bring their own sound system (speaker and 2 microphones allowed). Megaphones and other similar items are prohibited.
6. It is prohibited to interfere with the general public's view of an activity/event/speaker or to physically prevent the public from paying attention to a speaker.

7. In the interest of allowing for clear, consistent and safe access throughout the campus, certain spaces may be roped off according to the discretion of the College.
8. It is prohibited to display a handheld sign with sticks or poles.
9. Alcoholic beverages, narcotics, use of tobacco products or e-cigarettes, profane language, quarreling, fighting, or gambling are prohibited anywhere on campus, including in designated areas identified in these procedures.
10. Distribution of literature that is obscene or pornographic is prohibited.
11. Representatives and/or organizations are responsible for prompt payment of any damage to College property.
12. Representatives of organizations or agencies must be respectful and courteous to all campus community members.
13. The College reserves the right to have staff and/or campus police present for the safety and well-being of all students, staff, and guests.

V. Complaints

An individual or organization who wishes to register a complaint concerning another person or organization's distribution of literature or other expressive activity on campus should communicate that concern to the Dean of Student Affairs, who shall cause the complaint to be investigated and shall, if appropriate, endeavor to mediate and resolve the differences between the complainant and the person or entity whose activity is the subject of the complaint.