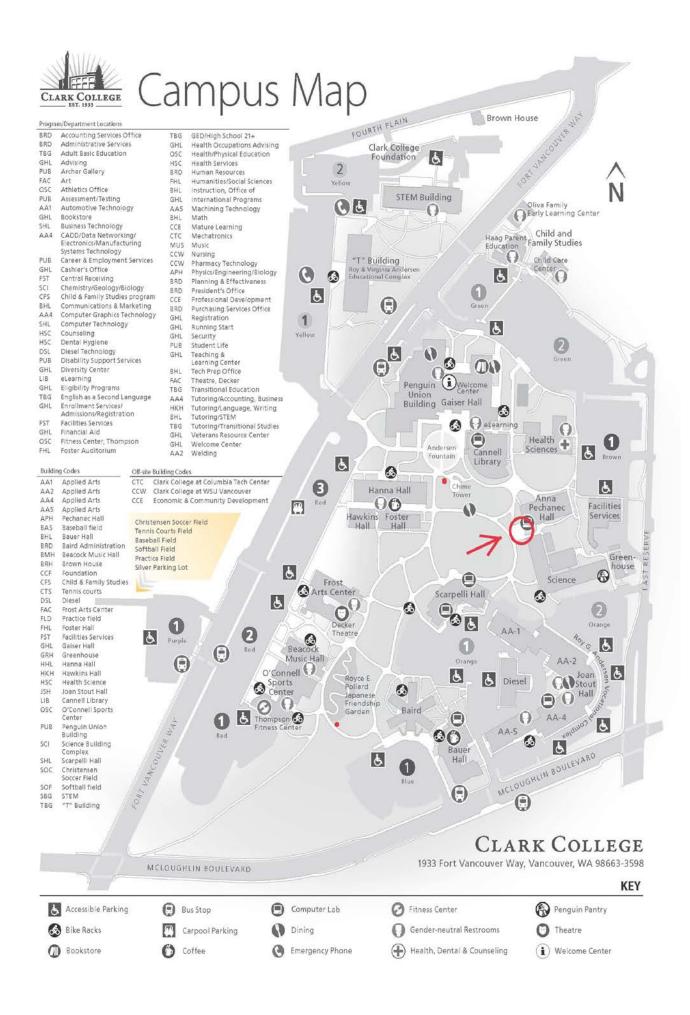


#### First Amendment Activities – Notice of Assembly Application

Groups are encouraged to notify the College safety and security department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not substantially and materially interfere with the educational activities inside or outside any College building or otherwise prevent the College from fulfilling its mission and achieving its primary purpose of providing an education to its students.
Organization Name:
Organization Address:
Contact Person: One College Group Non-College Group
Contact Phone:Alternate Contact Number:
Contact Email:
Requested Date and Time of Assembly:Time: a.m. p.m.
Expected Number of Attendees:
(The College reserves the right to specify the campus location).
Purpose for Assembly:
Will signage be used? Yes No Note type:
(The College does not provide equipment, utility connections or hookups for First Amendment activities).
I have read, understand, and agree to comply with the requirements outlined in the Washington Administrative Code WAC 132N-153
Signature:Date:
Relationship to the sponsoring organization:
Processed by:
Clark College Security & Event Services Attach campus map showing designated location for assembly.

Campus Security Contact Information:

Mailing Address: Clark College Security 1933 Fort Vancouver Way Vancouver, WA 98663-3598 Phone: 360-992-2133 Fax: 360-992-2892 Email: Security.Requests@clark.edu Location: Gaiser Hall 118





#### AS AN INDIVIDUAL OR GROUP, YOU MAY:

- Organize on Clark College campus to discuss topics or issues with those interested in your cause.
- Set up displays or tables to facilitate your communication.
- Share your beliefs or views with others.
- Hand out leaflets or flyers to individuals who are interested in your information.

#### AS AN INDIVIDUAL OR GROUP, YOU MAY NOT:

- □ Obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the College, College buildings or facilities, or College activities or events.
- □ Engage in physical contact or intimidating behavior toward others.
- □ Approach people to hand out flyers.
- □ Create safety hazards or pose unreasonable safety risks to College students, employees or invitees to the College.
- □ Use the limited public forum on the same date as any previously scheduled College event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five-hundred people will attend the College event or activity.
- □ Materially infringe on the rights and privileges of College students, employees or invitees to the College

#### **GENERAL INFORMATION:**

- The designated free speech area at Clark College Main Campus is near the sun dial sculpture that is located south of Anna Pechanec Hall (APH) and north of Science (SCI). The designated free speech area at Clark College at the Columbia Tech Center is the circle pad west of the main entry door.
- Subject to the regulations and requirements of this policy, College or non-College groups may use the College limited forums for those activities protected by the First Amendment.
- Information may be distributed as long as it does not advocate unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.
- To avoid excessive littering of the College and/or greatly increased work requirements for College employees, groups are asked to cooperate with the College in limiting the distribution of information leaflets or pamphlets to the limited public forum site.
- Material cannot be forced upon any member of the College community, including visitors, nor may individuals verbally or physically harass or intimidate anyone into accepting their material.
- □ The limited public forum used by the group should be cleaned up and left in its original condition and may be subject to inspection by a representative of the College after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of damaged property.
- Any person determined to be violating these regulations is subject to an order from Security to leave the College. Persons failing to comply with such an order to leave the College are subject to arrest for criminal trespass.
- The erection of tents, awnings, canopies, or similar structures must be cleared with Security/Safety. See Clark College Administrative Policies and Procedures 510.057 TEMPORARY STRUCTURES for more details.

# 510.090 USE OF COLLEGE FACILITIES, PROPERTY AND GROUNDS FOR FIRST AMENDMENT ACTIVITIES

## Definitions

- "College groups" means individuals or groups who are currently enrolled students or current employees of the College, or guests of the College who are sponsored by a recognized student organization, employee organization, or the administration of the College.
- 2. "College facilities" includes all buildings, structures, grounds, office space, and parking lots.
- "Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of informational leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspective or viewpoints.
- 4. "Non-college groups" means individuals, or combinations of individuals, who are not currently enrolled students or current employees of the College and who are not officially affiliated or associated with, or invited guests of a recognized student organization, recognized employee group, or the administration of the College.

#### Statement of Purpose

Clark Community College District 14 is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the College. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities to which the College's facilities and grounds are dedicated. Accordingly, the College designates the common areas of the College as a limited public forum dedicated to the use of College groups, subject to the time, place, and manner limitations and restrictions set forth in this policy. Groups or individuals who are invited or permitted to engage in First Amendment activities at the College do not represent an endorsement by Clark College or the Board of Trustees.

The purpose of the time, place and manner regulations set forth in this procedure is to establish procedures and reasonable controls for the use of college facilities. It is intended to balance the College's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups seeking to assemble in common areas of the campus for expressive activity. The College recognizes that College groups should be accorded the opportunity to utilize the facilities and grounds of the College to the fullest extent possible. The College has designated certain facilities as public use areas open to non-college groups as set forth herein.

## **Use of Facilities**

- 1. Subject to the regulations and requirements of this policy, groups may use the College's limited forums for expressive activities between the hours of 7:00 a.m. and 10:00 p.m.
- 2. Groups are encouraged to notify the College safety and security department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not materially disrupt any other function occurring at the facility.

- 3. All sites used for expressive activity should be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.
- 4. All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activity conducted pursuant to this policy.
- 5. The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to College buildings or facilities, or to College activities or events.
- 6. The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the College.
- 7. The event must not substantially and materially interfere with educational activities inside or outside any College building or otherwise prevent the College from fulfilling its mission and achieving its primary purpose of providing an education to its students.
- 8. The event must not materially infringe on the rights and privileges of College students, employees or invitees to the College.
- 9. There shall be no overnight camping on College facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.
- 10. College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) such activities serve educational purposes of the College; and (b) such activities are under the sponsorship of a College department or office or officially chartered student club.
- 11. The event must also be conducted in accordance with any other applicable College policies and regulations, local ordinances, and state or federal laws.

## Additional Requirements for Non-College Groups

- College buildings, rooms, and athletic fields may be rented by non-college groups in accordance with the College's facilities use policy. When renting College buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the College against cost or other liability in accordance with the College's facility use policy. When the College grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.
- 2. Non-college groups may otherwise use college facilities for expressive activity as identified in this procedure.
- 3. The College designates the following area(s) as the sole limited public forum area(s) for use by non-college groups for expressive activity on campus: The public use areas may be scheduled. Scheduled groups have priority of use over unscheduled groups. On the College's main campus, the limited public forum is located on the circle pad approximate to the sun dial. A secondary location is available on the lawn area south of the Japanese Garden. The limited public forum at Clark College at the Columbia Tech Center is the circle pad west of the main entry door. The limited public forum location at the Clark Center at WSU Vancouver will be determined by WSU Vancouver policy. Please contact the vice president of administrative services for more information.

- 4. Non-college groups that seek to engage in expressive activity on the designated public use area(s) are encouraged to provide notice to the College safety and security office no later than twenty-four hours prior to the event, along with the following information solely to ensure (1) the area is not otherwise scheduled and (2) to give the College an opportunity to assess any security needs:
  - a. The name, address and telephone number of a contact person for the individual, group, entity or organization sponsoring the event; and
  - b. The date, time and requested location of the event; and
  - c. The nature and purpose of the event; and
  - d. The estimated number of people expected to participate in the event.

When using College buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the College against cost or other liability in accordance with the College's facility use policy.

When the College grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

#### **Distribution of Materials**

College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus. Non-college groups may distribute materials only at the site designated for non-college groups. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. Postings must be date stamped and may be displayed no longer than 30 calendar days.

## Trespass

- 1. Non-college groups who violate these rules, any provision of the conduct code, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the College president or designee to leave the College property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the College facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the criminal trespass provisions of chapter 9A.52 RCW or municipal ordinance.
- 2. Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.
- 3. When the College revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice president of administration or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the vice president of administrative services or designee will be the final decision of the College and should be issued within five work days.

New Policy/Procedure Approved by Executive Cabinet May 3, 2011 June 5, 2018