

**Coast Community College District  
ADMINISTRATIVE PROCEDURE  
Chapter 3  
General Institution**

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**AP 3900 SPEECH: TIME, PLACE, AND MANNER**

**References:**

Education Code Sections 76120 and 66301  
Penal Code Sections 415.5, 422, 626.4, 626.6  
BP and AP 6700 Civic Center and Other Facility Use  
BP and AP 5500 Student Code of Conduct

The students and employees of the District and members of the public shall be permitted to exercise their constitutional rights of free speech and free expression subject to reasonable time, place, and manner restrictions contained therein. The District takes no stance on the content of protected speech.

The areas open to the exercise of free speech are the open areas on each campus with the exception of classrooms, labs, lecture halls, offices, and other areas that the colleges or the District use to conduct business. Free speech, as part of scheduled instructional activities or in the course of conducting District business, can be exercised in any space on each campus or the District.

No illegal activities nor activities that disrupt or may lead to disruption of the safe and orderly operations of the Colleges or the District Office will be permitted.

If an individual or a group wants to use campus or District facilities, other than the open areas noted above, arrangements must be made with the College or the District at least 72 hours in advance, not counting weekends and holidays.

No person on District property or at official District functions may:

- block entrances to or otherwise interfere with the free flow of traffic into or out of campus buildings;
- block any street, roadway, crosswalk, driveway, parking structure, or parking lot and its entrance or exit, or otherwise obstruct the free flow of pedestrian or vehicular traffic unless authorized to do so;
- urinate or defecate in any place on District property other than a designated restroom or other facility designated for the sanitary disposal of human waste;
- participate in a disturbance of the peace or unlawful assembly;
- use, possess, sell, or manufacture illegal drugs, tobacco, or any products containing tobacco, and marijuana or any products containing marijuana or any of its byproducts;
- fail to comply with the lawful directions of a District employee acting in the performance of his or her duties;

- rummage through or remove any discarded item from any waste can, trash can, dumpster, recycling container, or any designated District waste or recycling center without authorization;
- engage in the theft, destruction, or other misuse of District property or equipment;
- have any open fire or torch anywhere on District property, unless, and only to the extent, specifically authorized and limited by the District.

### Amplification Requirements and Restrictions

The following requirements and restrictions are in place to respect the integrity of the educational process and to prevent the disruption of the educational environment and operations of the Colleges. The following apply to the use of amplification equipment:

- Amplification is not permitted during the final week of each term or during any examination period.
- The amplification setting where music is used shall not include any excessive bass settings. Excessive bass in music amplification causes sound reverberation which disrupts the Colleges' mission, and is prohibited.
- Under no circumstances may there be joint amplification systems or more than one amplification system in use in the same general area except as set forth herein.
- Individuals or groups may bring their own amplification system or unit, and need to ensure safe and proper installation and utilization. The District has no responsibility to supply or provide extension cords, electricity, or amplifiers to those supplying their own amplification.

### Posting of Material

The provisions of this section are intended to be viewpoint neutral and no posting may be removed based on viewpoint. Further, no posting may be removed based on content, except any posting that (a) references illegal substances; (b) is obscene; (c) is defamatory, or (d) incites students to create a clear and present danger of the commission of unlawful acts on District premises, the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District. Any posting which is obscene or incites students to create a clear and present danger of the commission of unlawful acts may be removed by the President or Chancellor or designee.

In order to ensure that all written postings abide by this Procedure, the following requirements and restrictions apply:

Written postings in languages other than English must be accompanied by an English translation. All general posting areas are cleared weekly each Friday. Items that have expired or are not dated will be removed.

In order to accommodate multiple users of limited space, no more than one commercial or non-commercial handbill, circular, or advertisement may be posted by any person or organization concerning the same subject matter, in any one posting area. The size of the commercial or non-commercial handbill, circular, or advertisement shall not exceed 120 square inches.

A commercial or non-commercial handbill, circular, or advertisement may be posted only in approved areas that are designated public usage areas as follows:

#### General Purpose Posting Locations

- Bulletin Boards and kiosks marked “General Purpose” are available for posting by any person;
- For Coastline Community College, the posting locations shall be the bulletin boards labeled as “free speech” boards within the Coastline Community College Center, the Garden Grove Center, Westminster Center, and Newport Beach.

#### Specific Use Posting Locations

All Bulletin Boards not marked “General Purpose” are reserved for official College uses such as posting of grades, job offers, and scholarship information where only those items may be posted by designated employees.

#### Distribution of Handbills, Circulars, or Advertisements

In addition to the limitations imposed upon the posting of commercial or non-commercial handbills, circulars, or advertisements, such materials may be similarly limited from distribution on District property. Prior approval for distribution of commercial or non-commercial handbills, circulars, or advertisements is required except as specified below.

Areas where commercial or non-commercial handbills, circulars, or advertisements may be distributed:

- Outside of any District building where such distribution does not block any sidewalk or create an obstruction to unrestricted access;
- Along the walkways adjacent to the parking lots.

No handbills may be distributed within the parking lots without the written consent of the Associated Student’s Office or the College President, or the Chancellor for the District Office location. No handbills or advertisements can be placed on cars parked on district property. All persons distributing handbills or advertisements are responsible for removing all debris caused by the distribution of same and should do so in a manner that does not disrupt the flow of pedestrian or vehicular traffic.

Commercial or non-commercial handbills, circulars, or advertisements may not be distributed inside any buildings including classrooms (except as may be distributed by faculty members in their classroom for educational purposes related to the course).

### Litter Removal

In the event that litter is created by the distribution of commercial or non-commercial handbills, circulars, or advertisements, the distributor is expected to remove any litter from the immediate area and throw out any discarded materials that may be on the ground or visible within the area of distribution. In the event that a distributor does not remove litter, the District reserves the right to charge the distributor a reasonable fee for costs incurred in litter removal.

### Obscene, Defamatory, or Materials that Incite

Nothing in this Procedure shall be deemed to permit the distribution of material that is obscene, defamatory, or incites students as to create a clear and present danger of the commission of unlawful acts on District property or at a District event, the violation of law, Policy, or Procedure, or the substantial disruption of the orderly operation of the College or the District.

### Copyrighted Material and Trademarks

The District disclaims any responsibility for any alleged violation of copyright trademark, or service mark laws in regard to any material that is set forth in any writing that is posted or distributed on its property by persons who are not District employees. Persons utilizing District facilities are advised not to violate copyright, or trademark laws as it may expose the user to liability.

### Advertisement

The advertisement of the following is prohibited:

- Alcoholic beverages;
- Tobacco products;
- Guns or firearms of any kind;
- Illegal substances as identified by the federal government, or by the State of California;
- Explosive material of any kind.

### Admission Fee or Charge

No person or entity that intends to use District facilities may charge any person who is invited or seeks to attend the event or usage an admission charge or any other charge for any entrance fee or any use fee, with the following exception:

A non-profit organization may charge for entrance or admission to:  
Cover the cost of the event or use including for example, the cost of referees, judges, equipment, etc., in regards to any supervised recreational use of District property;

Cover the cost of the event or use including for example, the cost of travel, equipment, handouts, in regard to use of District Property;  
Hold a fund raising event to support the organization.

Ratified December 11, 2013

Revised March 21, 2018