

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

### AP 3900 Freedom of Expression and Campus Posting

#### **Purpose and Recognition of Free Expression**

Southwestern Oregon Community College recognizes and supports the rights of free expression and speech. We believe that engaging with individuals and groups with beliefs and perspectives different from our own is a learning experience that enhances our understanding of the world and ourselves. As an inclusive college, Southwestern Oregon Community College is committed to protecting and creating opportunities for expression in a manner that fosters inquiry, debate, and understanding.

#### **Campus Posting**

It is the procedure of Southwestern Oregon Community College that bulletin boards or other approved area be provided for posting materials at campus locations convenient for use by students, staff, and members of the public. All materials to be posted must be approved by the Resident and Student Life Office, Foundation Office, Athletics Office, or the Student Success Center at Curry Campus.

All materials posted on campus will:

- Be stamped with the official Southwestern campus stamp.
- Be relevant to an educational function of the College, a student activity, and/or a community service.
- Be no larger than 11 X 17 unless prior approval has been received.
- Clearly indicate the author or agency responsible for its production.
- Be dated for removal after the passage of two weeks or ten school days by the approving body.
- Be removed by the author or agency responsible for its production at posting expiry date.

Any posters or bulletins found in violation of this will be removed immediately.

Individuals shall receive approval from their department head, club advisor, or supervisor before presenting materials to the aforementioned approving entities.

One original master poster to be copied or duplicated should be initialed as approved before it is duplicated.

Public materials not deemed relevant, such as community advertisements, may be posted on the public posting boards on campus, if approved. Material that conflicts with a Southwestern class or facility will not be approved for posting.

If posting in Student Housing, all materials must be approved by the Student Housing Department.

Materials posted on the Freedom of Expression Board may be posted without any authorization stamp, following the guidelines of this policy.

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

## **Free Speech Areas and Guidelines**

The students, employees, and members of the public of Southwestern Oregon Community College shall be permitted to exercise their rights of free expression subject to the time, place, and manner provisions of this procedure.

### **Designated Indoor Areas**

Southwestern Oregon Community College designates the following areas as reserved for expressive activities that do not violate College policy and are lawful:

- **Empire Hall Lobby** – this is considered downstairs in front of the Performing Arts Center entrance
- **Curry Campus** – Krieger Community Room 137A/B

### **Indoor Campus Freedom of Expression Guidelines**

- Normal hours of presentation shall be from 8:00 a.m. to 5:00 p.m. on days the College is open for business.
- Must be reserved through the Facilities Office (Coos Campus) or Student Success Center (Curry Campus).
- Speech activities will be scheduled on a first-come, first-served basis. Events will not be scheduled only if there is a scheduling conflict with an earlier planned event or if the requested event will clearly result in a violation of this policy. The viewpoint to be expressed through the speech activity is not a factor in scheduling. A decision not to schedule an event may immediately be appealed to the College President or designee.

### **Designated Outdoor Areas**

- **Front side of Tioga Hall**
- **Curry Campus** – Outside the east entrance in the area designated with brick pavers

### **Outdoor Campus Freedom of Expression Guidelines**

- Presentations shall be allowed on days the College is open for business.
- In the event of a counter advocate group wishing to be heard in the same area, the two groups shall remain a minimum of 30 feet away from each other.

These areas are designated public forums. Southwestern Oregon Community College reserves the right to revoke that designation as to one or more areas and apply a non-public forum or other designation. The College reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college.

### **Terms and Conditions for use of Designated Areas**

- Users shall contain their presentation and materials to the designated indoor free speech area and designated posting area, and are encouraged but not required to use the designated outdoor area.
- Users shall not impede individuals or pedestrian traffic flow or disrupt regular or authorized activities in classrooms, offices, and other college facilities.
- Users shall not impede the progress of passersby, nor shall they force passersby to take materials.

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- Users shall not touch, strike, or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- User's speech activities shall be conducted at a volume which does not disrupt the orderly conduct of College business, other campus activities, or classes taking place at that time.
- No means of amplification that creates a noise or diversion that disturbs the orderly conduct of College business, other campus activities, or classes taking place at that time shall be used.
- Approaching individuals of the public or the College community is not permitted.
- Any activity that may damage College property is not permitted.
- Leaving trash, litter, pollutants, or other materials in any area is not permitted.
- Fraud or misrepresentation of self/organization or misrepresentation/implication that the College sponsors, supports, or endorses any view, belief, statement, literature, company, product, or service being disseminated or exhibited is not permitted.
- Any activity in violation of the Southwestern Policy on Student Conduct is not permitted.
- Any violation of the College's Non-Discrimination/Non-Harassment Policy is not permitted.

### **Non-Student, Community Groups**

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must check in with the Facilities Office prior to engaging in the activities. No illegal activities will be permitted, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas.

### **Hours of Access**

The hours of operation of Southwestern Oregon Community College are 8 a.m. to 5 p.m. Expressive activities are not permitted outside the college's hours of operation. Overnight use or sleeping on campus is not permitted, nor is the use of the campus areas for sleeping, camping, or laying down of bedding during hours of operation.

Procedure #5.034 September 23, 1996

Revised: November 18, 2009

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