

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order (Interim)

This Presidential Order (“Order”) is issued by the University President pursuant to **California Code of Regulations, Title 5, sections 42350-42353**. This Order concerns the use of University buildings, facilities, grounds, and other property (collectively, “University Property”¹) for all purposes and events, including without limitation: (1) free speech and expressive activities; (2) display or distribution of published materials, including the distribution of handbills and circulars and posting or chalking; (3) amplified sound; (4) solicitation (commercial and non-commercial); and (5) transactions (commercial and non-commercial) at California State Polytechnic University, Pomona (“Cal Poly Pomona” or “University”). It applies to students, student organizations, campus organizations, faculty, staff, auxiliary employees, and off-campus groups or persons while on campus, including commercial vendors and solicitors. This Order also sets forth reasonable time, place, and manner regulations regarding the use of University Property to ensure individuals and groups exercising their legitimate rights do not disrupt the educational process or other operations of the University, infringe on the rights of others, or engage in unlawful acts, including but not limited to defamation, terrorist threats, false advertising, or the promotion or incitement of actual or imminent violence or harm. Except where noted and/or where other Orders apply, this Order is intended to be the controlling document with regard to the University’s time, place, and manner regulations. It expressly supersedes the following Policies and Orders:

1. Interim University Grounds and Facilities Policy;
2. Interim Freedom of Expression Policy;
3. Time, Place, and Manner Restrictions;
4. 2008 Presidential Order on Use of University Buildings, Facilities or Grounds; and
5. 2014 Presidential Order on Use of University Buildings, Facilities or Grounds.

The University is committed to free expression as essential to its educational mission. The University is also committed to help facilitate a variety of student or community sponsored events on campus to host a variety of events on campus to supplement and enrich the educational experience. We recognize, however, that some events may disrupt the orderly operation of the University and/or can raise significant safety and security concerns. To ensure the safety of the University and the campus community while protecting First Amendment rights² of those who wish to participate in events on University Property, the University will enforce this Order. **All criteria for assessing events shall be applied in a viewpoint neutral manner.**

Free speech and expressive activities serve an important purpose at the University. The University seeks to foster and sustain a forum for the free and orderly exchange of ideas, values, and opinions recognizing that individuals grow and learn when confronted with differing views, alternative ways of thinking, and conflicting values. The search for knowledge requires the freedom to speak openly about concerns and issues. Universities have a special obligation not only to tolerate but also encourage and support the free expression of ideas, values, and opinions even where they may be unpopular or controversial. Free speech and expressive activities may at times appear to direct hurtful and/or hateful messages toward an individual or group. While there is

¹ The term “University Property” refers to all land, buildings, facilities, or other grounds or structures, or any item in possession of or owned, used, maintained or controlled by Cal Poly Pomona or designated by the campus as subject to this Order, including property leased or licensed to others. University Property also includes University services, resources, names, branding, trademarks, logos, computers, computing devices, and network systems owned, maintained or controlled by Cal Poly Pomona, funded by Cal Poly Pomona funds or auxiliary funds, or designated by Cal Poly Pomona as subject to this Order.

² Use of the phrases First Amendment rights or the First Amendment in this Order refers to an individual’s free speech and assembly rights afforded in the First Amendment to the United States Constitution and Article I, sections 2(a) and 3(a) of the California Constitution.

rarely consensus over what may constitute hurtful and/or hateful speech, good taste, or appropriate comments, there can be no question, particularly in the university setting, that freedom of expression as guaranteed by the First Amendment is a cherished and protected right. Accordingly, the campus community is asked to respect the rights of others to express themselves. While one may find certain expressions or materials offensive or insulting, the appropriate way to counteract such expression is through discourse, criticism, and the expression of contrary points of view. Free speech is allowed and supported as long as it does not violate other laws or University orders, policies, or procedures.

This Order is not intended to interfere with the statutory rights provided by the Higher Education Employer-Employee Relations Act (HEERA), California Government Code section 3560, *et seq.*, the terms of a controlling collective bargaining agreement or an individual's free speech and assembly rights afforded in the First Amendment to the United States Constitution or Article 1, sections 2(a) and 3(a) of the California Constitution.

USE OF UNIVERSITY PROPERTY

The use of University Property is contingent upon complying with the following requirements:

1. The activities must be conducted in a lawful manner and comply with all applicable federal, state, and local laws and safety codes.
2. The activities must comply with all California State University systemwide and Cal Poly Pomona policies, procedures, and regulations.
3. The activities must not unreasonably interfere with or disrupt instructional programs or University business or operations.
4. No activities or events will be scheduled during commencement ceremonies or other similar campus-wide special events.
5. The activities must conform to the time, place, and manner regulations established by this Order. The Order may be found [here](#), and printed copies may be obtained from the Office of the Vice President of Student Affairs.
6. To address public safety issues (routes of march/travel, necessary public safety staffing, disruption of campus academic programs or other events, applicable security measures, requisite permits or State Fire Marshal approval, and traffic flow, etc.), groups contemplating holding public assemblies, marches, or demonstrations are strongly encouraged to notify the University Police as soon as possible and no less than thirty days (30) in advance of the event by calling (909) 869-3070.
7. To ensure full understanding of laws, policies, and procedures unique to the University, off-campus groups or persons, including commercial vendors or solicitors, are encouraged to contact the Office of the Vice President of Student Affairs (studentaffairs@cpp.edu) prior to the start of their activities or distribution of published materials, including the distribution of handbills and circulars and posting or chalking.
8. To facilitate safety and floor maintenance, individuals with bare feet are prohibited from entering University buildings, with the exception of appropriate areas of University housing facilities, and physical education and recreation facilities.
9. Camping on University property or living in privately owned, temporary lodging parked or erected on University Property is prohibited. In unusual circumstances, exceptions may be permitted with written approval from Facilities Planning and Management (fmcustomer@cpp.edu).
10. Erection of any temporary structure on campus must be approved by Facilities Planning and Management for the safety of all participants and bystanders.

11. Pets are allowed on campus only when on a leash and accompanied by their owner. No animals, except when being used for official University instructional purposes, and/or service animals, will be permitted inside campus buildings without prior approval of the University.
12. Without specific permission from the President or designee, it shall be prohibited to engage in, participate in, or assist participants in any game which involves the ambushing, lying-in-wait for, or following another person by means of stealth; or to participate or assist in the participation in any game which would involve the firing or use of any item listed within the Prohibited Uses section.
13. Individuals shall not wear masks, bandanas, or other items that hide the face (aside from coverings worn for religious beliefs or for a medical or disability accommodation), personal disguises, or any item that conceals their identities with the intent of intimidating any person or group, or for the purpose of evading or escaping discovery, recognition, or identification in the commission of violations of University policy or regulations, or municipal, state, or federal laws.
14. Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained (see Solicitation for details).

AUTHORITY. Campus regulations and procedures are adopted pursuant to the authority of the University President, who is responsible for the general welfare of the campus.

VIOLATIONS. Violations of this Order constitute a violation of an order of the University President, Cal Poly Pomona, and applicable statutes and regulations. Violations may result in, among other things, removal of the offending party or parties from the campus, as well as possible loss of further use of University Property. Personal or corporate liability for any cost incurred by the campus due to the improper use of University Property may be imposed upon the responsible party(s). In addition, a violation of this Order may constitute a crime under the Penal Code and the offending party may be found guilty of a misdemeanor pursuant to California Education Code Section 89031. Violations of this Order may also subject the violator, if a student, to student disciplinary action pursuant to Title 5, California Code of Regulations, Sections 41301-41303, or if a CPP employee or faculty member, to discipline, up to and including termination, pursuant to applicable collective bargaining agreements, California Education Code section 89535, or Title 5, California Code of Regulations, Section 42723. Non-campus affiliated groups or individuals may also have their future privileges revoked under Section 626, *et seq.* of the California Penal Code.

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FREE SPEECH AND EXPRESSIVE ACTIVITIES

Cal Poly Pomona believes the search for knowledge requires the freedom to speak openly about concerns and issues. All students and employees of Cal Poly Pomona, members of the Cal Poly Pomona campus community, and members of the public are free to lawfully exercise their constitutional right to freedom of expression on University Property. Free speech and expressive activities include, but are not limited to, pure or symbolic speech, assembly, meetings, demonstrations or rallies, picketing, petitioning, distributing flyers, mime and theater, music and singing, survey research, and religious or political activity. The University may establish reasonable time, place, and manner regulations regarding the use of its public facilities, buildings, and grounds to ensure individuals and groups exercising their legitimate rights do not infringe on the rights of others or disrupt the educational process or other University business or operations.

The exercise of freedom of expression and assembly rights must comply with all applicable federal, state, and local laws. Illegal speech activity not protected by the First Amendment or by this Order includes, but is not limited to, defamation, obscenity, terrorist threats, false advertising, and the promotion of actual or imminent violence or harm.

Individuals or groups using University Property are subject to Cal Poly Pomona's time, place, and manner regulations. To ensure full understanding of laws, policies, and procedures unique to the University, off-campus groups or persons are encouraged to contact the Office of the Vice President of Student Affairs (studentaffairs@cpp.edu) prior to the start of their activities or distribution of published materials. Additionally, scheduling the time and location of expressive activities in advance with the Office of the Vice President of Student Affairs, may avoid a conflict with previously scheduled campus or student events, which take precedence. Free speech/expressive activities otherwise in compliance with this Order, may not be scheduled or may be subject to rescheduling or cancellation if they conflict with previously scheduled University activities/events, pose threats to life, physical safety, or University operations (e.g., water main or power line breaks) as determined by appropriate authorities (e.g., University Police Department, State Fire Marshal, and Facilities Planning and Management), or fail to comply with University policies, including any applicable insurance requirements.

Off-Campus Speech by State Employees

In publicly expressing opinions on off-campus issues, state employees have an obligation to take every reasonable precaution to make it clear that they are expressing their personal views and not purporting to represent the University.

Political Activity in Election Campaigns by State Employees

Generally, under state law, state employees have the same rights as other citizens to engage in political activities, except that state law places the following limits on state employees' participation in election campaigns:

Employees shall not solicit political funds or contributions from co-workers (other than requests for political contributions sent to a significant segment of the public that may include employees).

An employee who holds or is seeking election or appointment to any political office shall not use that position to influence any University-related personnel matter.

University employees or consultants may not use or permit others to use state resources to support or oppose a ballot proposition or a political candidate, or personal or other purposes which are not authorized by law. Examples of prohibited activity include making telephone calls, writing letters, and sending e-mail messages using University resources or during working hours.

Time, Place, and Manner Regulations

Reasonable time, place, and manner regulations on the use of public forums are permissible, provided they are carefully designed to: (1) coordinate the appropriate use of a particular location for free speech/expressive activities and not to prohibit particular forms of expression; (2) serve a significant government interest and are not more extensive than necessary to serve that interest; and (3) leave open ample alternative channels for communication of the information. They must be clear and specific enough to place the public on notice as to exactly what is authorized and what is forbidden.

General regulations:

- Scheduled events take precedence over spur of the moment activities.
 - Because an event with amplified sound may interfere with classes in session and/or other activities, sound amplification is generally limited to times when classes are not in session (see Amplified Sound for details).
 - Activities that restrict or disturb University business or operations are generally prohibited or closely monitored and as such, may be directed to cease should it be reasonably determined that such activity is restricting or disturbing the routine business of the University.
 - The Office of the Vice President of Student Affairs can provide further information about issues of free speech and expressive activities. The Office of the Vice President of Student Affairs also maintains copies of the University's posting and vendor policies.
- A. TIME: Daily, 8 a.m. to 10 p.m., except for current Cal Poly Pomona students, registered student clubs/organizations, staff, faculty, and auxiliary employees who may engage in expressive activities at any time in conformity with this Order.
- B. PLACE: Free speech and expressive activities may take place on campus with the following exceptions: parking lots/structures, University buildings, and within twenty (20) feet of any location in which instructional, educational, and/or official business activities are being conducted. Popular locations are University Park and University Quad.
- C. MANNER: Free speech and expressive activities must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic; (2) shall not unreasonably interfere with or disrupt University business or operations; (3) shall be carried out without creating excessive noise by use of a device; (4) shall not unreasonably interfere with classes in session or other scheduled academic, educational, or cultural/arts programs; (5) Shall

classes in session or other scheduled academic, educational, or cultural/arts programs; (5) Shall not participate in a disturbance of the peace or unlawful assembly; (6) shall not have unauthorized entry to, possession of, or use of any University services, equipment, resources, or properties, including the University's name, trademark, branding or logos; (7) shall not promote an unlawful end, such as promoting actual violence or bodily or property harm, terrorist threats, defamation, obscenity, or false advertising; (8) shall not violate any federal, state or local law or safety code, such as regulations set by the State Fire Marshal; (9) engage in physical abuse including but not limited to sexual assault, sex offenses, sexual misconduct, and other physical assault; threats of violence; or other conduct that threatens the physical health and safety of any person; (10) shall not engage in the theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the individual had knowledge or reasonably should have had knowledge that it was stolen; and (11) allows appropriate authorities (e.g., University Police) to act within the scope of their job at any time before or during the activity to restrict behaviors reasonably deemed to threaten life/physical safety, University Property or University business or operations.

Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter in compliance with this Order (see Display or Distribution of Published Materials). Individuals or groups distributing materials in these areas shall make a reasonable effort to retrieve and remove such materials prior to their departure from the areas. These procedures will be administered by the Vice President for Student Affairs and will be enforced by the University Police Department, and, when appropriate, Student Conduct & Integrity. Enforcement will follow existing state and federal laws and CSU/University policies.

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MAJOR EVENTS

This section of the policy applies to Major Events that are scheduled, organized, or supervised by Registered Student Organizations (RSOs) or non-departmental users or over which those users have authority to decide whether to hold the event or to determine the scope of the event. For purposes of this policy, supervision is defined as direct, on-site responsibility for the event.

Major Events are events at which one or more of the following conditions apply:

- A. Over 200 persons are anticipated to attend;
- B. Authorized campus officials determine that the event requires ticketing or entry by invitation only;
- C. Authorized campus officials determine that the complexity of the event requires the involvement of more than one campus administrative unit;
- D. Authorized campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the UPD) or significantly affects campus services (including, but not limited to, kiosk attendants, parking, service roads, or vehicular or pedestrian traffic);
- E. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
- F. The event is a concert or dance, regardless of how many attendees;
- G. Alcohol is intended to be served or consumed; or
- H. Outdoor amplified sound will be used.

Any determination by authorized campus officials that an event constitutes a Major Event under items 2, 3, or 4 above shall be based on the officials' assessment of information, other than the content or viewpoints anticipated to be expressed during the event. The University will use the Campus Event Risk Analysis to further determine the potential impact of an event and what permits, licenses, reviews, or other requirements are necessary. The University reserves the right to classify any proposed event a Major Event subject to this section of the policy, consistent with the definition set forth above. Event sponsors are encouraged to consult with the appropriate University contact at the earliest possible time if they have any question whether their event may be classified as a Major Event.

Groups should schedule and register Major Events (excluding spontaneous events) at least eight weeks or more prior to the Major Event, including the following requirements:

- A. Complete and submit a Campus Event Risk Analysis to UPD regarding a security assessment for the event.
- B. Meet with assigned administrator(s) to review event details at least six weeks prior to the Major Event.
- C. Submit all publicity materials to the assigned administrators, including but not limited to University Communications, UPD and the Dean of Students office, prior to publication and at least two weeks prior to the Major Event. The University will review publicity materials to verify that event details (such as date, time, and location) are accurate and will do so on a content and viewpoint neutral basis. Changes to publicity materials must be approved by at least one assigned administrator, defined above, if these changes are made within the two weeks prior to the event.
- D. Secure insurance, if required by the University, for the Major Event at least two weeks prior to the event. (Contact University Risk Management for information regarding insurance options.)

- E. Participate in Major Event coordination meetings to exchange information about the event and discuss logistical expectations. The Major Event coordination meetings will usually occur at least four weeks prior to the event, if not earlier. University officials may request additional meetings to ensure that all instructions agreed to at the Major Event coordination meeting have been carried out.
- F. Comply with event timelines on the day of the event.
- G. Events must end at the time determined by University administration based on the UPD security assessment, or as prescribed by University policies, and City of Pomona ordinances, if applicable. Additional charges may be applicable to extend events beyond specific building hours.
- H. Failure to follow these timelines could result in the cancelation or rescheduling of the Major Event to properly accommodate safety and security.

Events scheduled, organized, and supervised by campus academic and administrative departments for instructionally related purposes are not subject to this section of the policy related to Major Events. Only University employees acting in the course and scope of their University employment may supervise a departmental event. To the extent an academic or administrative department co-sponsors a Major Event with a non-departmental user or authorizes use of facilities under its control for events sponsored by a non-departmental user, the requirements of this Major Events section of the policy will apply, including the requirement to reimburse security and other costs incurred by the University.

An academic or administrative department is required to work through License of Facilities when co-sponsoring a Major Event with a non-departmental user or authorizing use of its facilities under its control for events sponsored by a non-departmental user. Per EO 1000, the requirements of this Major Events section of the policy will apply, including the requirement to reimburse security and other costs incurred by the University.

Spontaneous events, occasioned by news or issues coming into public knowledge, may be held on campus without advance permission so long as the event adheres to all University policies and the restrictions outlined herein. Recognizing the University is a part of the community it serves, the University will attempt to accommodate and provide access to University space/facilities that are available and which do not interfere with scheduled events/programs.

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SECURITY PROCEDURES

If required pursuant to the criteria set forth in the Campus Event Risk Analysis, the University Police Department (UPD) will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. UPD is responsible for determining and providing the appropriate event security, not the event host. Permissible factors for consideration include, but are not limited to:

- A. The proposed location of the event;
- B. The estimated number of participants (including whether the event is open to the public, or by invitation or ticket);
- C. The time of the day that the event is to take place;
- D. The date and day of the week of the event;
- E. The proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the existing security measures;
- F. The resources needed to secure the event;
- G. The anticipated weather conditions;
- H. The estimated duration of the event;
- I. Parking and transportation needs;
- J. Any additional viewpoint and content neutral considerations relevant to assessment of security needs.

UPD will make security recommendations that, in UPD's professional judgment, will address security threats identified as a result of the evaluation conducted pursuant to subpart A above. The goals of UPD's security recommendations will be to:

- A. Minimize risks to the health and safety of the event participants, audience, and campus community;
- B. Minimize risks and physical damage to the campus and surrounding community;
- C. Maximize the ability of the event sponsors to successfully hold the event; and
- D. Protect the exercise of First Amendment rights by all participants and the public.

Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing additional law enforcement or security; imposing controls or security checkpoints; and creating buffer zones around the venue.

If UPD determines the event has substantial security needs, the host organization must schedule a security assessment meeting with UPD no later than six weeks prior to the event date. The meeting may include, but is not limited to, the following: a staff member from Student Affairs; the facility manager or designee; and one or more student organization signatories and other representatives from the sponsoring organization. Individuals serving as first contacts or signatories will be made known to UPD at this time and will be present at meetings and available for consultation throughout the event planning period. UPD will discuss security concerns and recommendations at the security assessment

meeting, and meeting participants will discuss options for addressing security needs that UPD has identified.

If UPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with the event sponsors, University stakeholders, and other appropriate individuals to discuss its revised recommendations.

Should the event sponsors and UPD be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the University President's designee for final determination. The University President's designee may determine the security measures required for the event based on UPD's security assessment. The goals of that determination will be to:

- A. Minimize any identified threat to health and safety of the event participants, audience and campus community;
- B. Minimize risks and physical damage to the campus and surrounding community;
- C. Maximize the ability of the event sponsors to successfully hold the event; and
- D. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

Implemented security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement or security presence at the event; imposing controls or security checkpoints at the event; and creating buffer zones around the event venue. The University President's designee will provide the event sponsor with a written explanation of the reasons for the final decision.

If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the most senior law enforcement operations personnel assigned to the event.

The event sponsors must agree to reimburse costs of basic security provided by UPD. Security fees will be based on standard, approved, and published recharge rates for UPD or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including, but not limited to, the following criteria:

- A. Event venue, including venue size, location, number of entrances and exits to be staffed;
- B. Time of day;
- C. Number of expected attendees;
- D. Whether entrances will be controlled and whether tickets will be sold;
- E. Whether the event will be open and/or advertised to non-affiliates of the University;
- F. Whether the event will be restricted to invited guests only and/or will be ticketed;
- G. Whether alcohol will be served;
- H. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
- I. Whether event performers come with personal security teams or details that require UPD liaison;

- J. Whether event sponsors or event performers request additional security measures;
- K. Whether vehicles, equipment, or items of value will be brought onto campus requiring security;
- L. Whether parking and traffic control will be required for the event.

Security fees will not be charged to event sponsors based on concerns that the subject matter of the event or viewpoints, opinions, or anticipated expression of the sponsors, event performers, or others participating in the event might provoke disturbances or incur costs to respond to such disturbances.

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AMPLIFIED SOUND

Amplified sound is defined as any sound broadcasted through electronically amplified equipment or electronically enhanced. Additionally, amplified sound may include sound enhanced with the aid of a device such as a megaphone, and the like.

The following time, place, and manner restrictions apply to the use of amplified sound equipment on University grounds when classes are in session to protect the delivery of instructional programs and still provide an opportunity for a variety of student development and support programs.

- A. **TIME:** Tuesdays and Thursdays from 12 p.m. to 1 p.m. are the designated “University Hours” when classes are not in session. Amplified sound during these times is allowed without prior approval. The use of amplified sound outside of “University Hours” requires prior approval through the Office of the Vice President of Student Affairs (studentaffairs@cpp.edu). With prior approval, a one-hour grace period may be granted prior to the start of an event for necessary sound checks.
- B. **PLACE:** During University Hours, 12 p.m. - 1 p.m., Tuesdays and Thursdays, amplified sound is permitted in the University Quad, the Engineering Meadow (the grassy area next to Building 17), the Bronco Commons, the University Park, and the University Plaza. If other times and/or campus locations are desired for amplified sound use, advance approval must be sought from the Office of the Vice President of Student Affairs, which shall grant approval on a first-come, first-served basis, unless use of amplification would interfere with instructional programs, previously scheduled events, or University operations.
- C. **MANNER:** The sound level for any event may not exceed that which is disruptive to instructional programs, scheduled events, library or classroom study, or University operations. Amplified sound is intended to be heard in the immediate area only. Outdoor amplified sound events are subject to monitoring and regulation. Amplified sound base decibel rates of 101 with spikes to 108 are permitted. Outdoor amplified sound events are subject to monitoring and regulation, and require sound testing before any event with the Office of the Vice President of Student Affairs.
- D. **PERMIT:** To request approval for amplified sound, groups/individuals must complete an *Application for Schedule Event Form* from the Office of the Vice President of Student Affairs. This form is due at least one week prior to the event, though exceptions may be made where spontaneous events necessitate hand-held amplification devices and an expedited approval process. Requests for amplified sound must be approved by Office of the Vice President of Student Affairs prior to the event.

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CHALKING, POSTING, AND SIGNAGE

In general, the University does not encourage chalking as a method of communication, due to the negative environmental and resource impacts associated with it. Removal wastes water and runs the risk of introducing pollutants into the natural storm water removal network of campus streams. For these reasons, the University encourages members of the campus community to use other, more environmentally friendly modes of expression.

Requests to communicate via chalking will be considered only from RSOs, state-sponsored student programs and organizations, Cal Poly affiliated departments and auxiliary organizations, and those off-campus individuals or organizations that are co-sponsored by a recognized University organization. The Office of Student Affairs maintains administrative responsibility for all posting and chalking on campus.

Chalking

- A. TIME: Daily, 8 a.m. to 10 p.m., except for current Cal Poly registered students, RSOs, staff, and faculty who may chalk at any time in conformity with this policy.

- B. PLACE:
 - a. Chalking is permitted only on flat, horizontal, exterior surfaces, such as sidewalks and plazas. Chalking must be located at least 20 feet away from building entrances and may not be located under an overhang, canopy, or other cover.
 - b. Chalking is prohibited in all other locations, including but not limited to: stairs, structures, buildings, walls, fences, gates, steps, windows, posts, lawn areas, railings, trees, signs, traffic control signs, vehicular roadways, bike lanes, utility poles, construction fences, vehicles, in planted garden areas or flowerbeds, newspaper racks, campus directories, within ponds or fountains, or on trash or recycle bins.

- C. MANNER: The form of chalk must be washable with water. Spray chalk is NOT allowed. Requests to chalk must conform to the following procedures:
 - a. A request to chalk, including date(s), location, the name of the responsible individual(s) or organization(s) and a commitment to clean and remove the chalking (following university guidelines) must be submitted to The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu) at least two weeks prior to the date requested.
 - b. Those who chalk, like those who post temporary signage, shall identify the organization(s), group(s) or individual(s) responsible for the chalking on the chalk-marked sign. Message content will not be considered in University or ASI reviews of requests to chalk.
 - c. Chalking must not unreasonably interfere with pedestrian traffic. A five-day maximum duration must be observed. Removal must be scheduled to avoid disruption of campus activities.
 - d. Should the responsible individual/organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by the University and charged to sponsor(s).

Posting and Signage

A. **TIME:** Daily, 8 a.m. to 10 p.m. except for current Cal Poly registered students, RSOs, staff and faculty, who may distribute at any time in conformity with this policy.

B. **PLACE:**

- a. General Use Public Bulletin Boards – Posting is permitted on any “General Use Public Bulletin Board.” Such boards are located in the hallways and public areas of most campus buildings. Check with the appropriate Dean’s office, department or division for questions on posting procedures and locations of general use public bulletin boards. General use public bulletin boards will be completely cleared off once a quarter. Posters and signs must not exceed 11”x17” and only one poster or sign per group or individual may be placed on any one general use public bulletin board. Material may not overlap other posters and signs, and must be fastened with tacks or staples – NO TAPE may be used.
- b. Staked temporary signs are not to exceed 8.5”x11” and may be placed on surveying stakes, not to exceed 36” in height. Staked temporary signs are to be placed in shrub areas. They are not allowed to be placed on lawn areas. Violations will result in the removal and disposal of the signs without notification.
- c. Signs, posters and flyers may not be wrapped around or attached to trees or any campus structures without prior written approval by The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu).
- d. Posters and signage may not be placed on the outside of buildings (walls, doors, windows, roofs or steps) or on interior doors, windows, walls, floors or ceilings. Posters and signage may not be placed on trees, utility poles, traffic control signs, trashcans, fences, in planted garden areas or flowerbeds, non-general/non-public use bulletin boards, newspaper racks or hillsides. Posters and signage may not obstruct the entrances or exits of buildings or the line of vision to vehicular or pedestrian traffic. Posting of signage on vehicles without the owner’s permission is not permitted. No posting is permitted on campus directories, within ponds or fountains, trash or recycle bins. Signs of any nature on any classroom chalkboard, bulletin board, dry-erase board, or any other surface are prohibited and violate this policy.
- e. Sandwich boards maximum size is 4’x4’; sandwich boards may not be placed on lawns or shrub areas; may not restrict access to sidewalks or building entrances; and signs may not be locked to buildings, handrails, or other fixtures or structures.
- f. Banners (not to exceed 3’x6’) will require a Service Request submitted no less than two weeks in advance to Facilities, Planning and Management (fmcustomer@cpp.edu). All banners will be approved by The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu).
- g. Individual faculty and staff offices, including office doors and windows, are not subject to this policy.

Violations will result in the removal and disposal of the signs without notification.

C. **MANNER:** Signage (signs, posters, and flyers) may be posted on campus, subject to the following guidelines and limitations.

- a. Temporary signage shall clearly identify the date of posting. To aid the University in maintaining

an uncluttered and attractive campus, the organization or persons responsible for the posting of the signage shall identify themselves and provide contact information on the signage.

- b. All posters, flyers, sandwich boards, and signs must include the name(s) of the organization or persons responsible for the posting and their contact information. All posters, flyers and signs without this information will be removed.
- c. The organization or person responsible for placing signage shall be responsible for its removal no more than two weeks after its posting or, if it is advertising an event, when the event is over. In order to ensure maintenance of an uncluttered, attractive and safe campus, the University otherwise reserves the right to remove signage (non-commercial and commercial) if it is not in compliance with University policy, if it has been posted for more than two weeks, or if the event it advertises has taken place, whichever comes first. Signage may also be removed when damaged, displaced or weathered so that it is no longer legible. Organizations or persons who fail to remove signage in a timely manner may be held responsible for the cost of its removal.
- d. Staked temporary signs may not advertise for longer than one week. Both stakes and signs must clearly identify the name of the organization sponsoring the activity. Violations will result in the removal and disposal of the signs without notification.
- e. Sandwich boards for Rush Week and ASI Elections must be registered following University Scheduling protocols. No sandwich boards may be displayed longer than 7 days and must be picked up within one day after the related event ends. Sandwich boards must be maintained in good working condition by sponsoring group.
- f. All sandwich boards must be registered following University Scheduling protocols. Maximum time limit for display is one quarter and signs must be maintained in good working condition by sponsoring group.
- g. Posting of signage is subject to the following additional location-specific guidelines:
- h. Residence Halls and Grounds – permission is granted consistent with on-campus Housing policies.
- i. Library, inside bulletin boards – Dean of Library Services’ approval needed, following review for compliance with Library policy.
- j. University Union – permission granted consistent with University Union Facilities policies.
- k. Employee Relations Bulletin Boards in Various Buildings – As agreed through collective bargaining agreements.
- l. Placement of signage is subject to review by Facilities, Planning and Management (fmcustomer@cpp.edu) or The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu) for interference with or disruption of University operations, and safety regarding size, format and placement.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order

SOLICITATION (NON-COMMERCIAL AND COMMERCIAL)

Non-commercial solicitation, such as seeking donations or fundraising sales for non-commercial ventures, shall be permitted on campus subject to the time, place, and manner regulations set forth in this Order. This Order is not intended to curtail activity around collective bargaining.

Commercial solicitation on campus is prohibited unless prior written authorization has been obtained from the University President or designee. Persons wishing to engage in commercial solicitation on campus grounds may be granted permission (maximum of five (5) business days per academic term) if the proposed activity is conducted in accordance with the time, place, and manner regulations established below, unless such solicitation would be in violation of law or University/CSU policy. Contact the Office of the Vice President of Student Affairs to obtain authorization via the studentaffairs@cpp.edu email.

The time, place, and manner regulations and the approval process for non-commercial and commercial solicitations do not apply to fundraising activities of recognized student clubs/organizations, staff/faculty organizations, or auxiliary organizations. A registered club/organization's on-campus advisor is responsible for oversight of the club/organization's fundraising activities and ensuring appropriate approvals are obtained.

- A. TIME: Daily, 8 a.m. to 10 p.m., except for current Cal Poly Pomona students, registered student clubs/organizations, staff, faculty, and auxiliary employees, who may engage in solicitation (non-commercial and commercial) at any time in conformity with this Order.
- B. PLACE: A popular location is University Park, northeast grassy area of the entrance to the Bronco Student Center, but solicitation is allowed in any area generally available to students and the community, subject to the following exceptions: 1) distribution inside University buildings, with the exception of one-off, interpersonal exchanges, is prohibited; and 2) distribution in campus parking lots or placement of any written or printed materials on or in any motor vehicle parked on campus is prohibited.
- C. MANNER: Non-commercial and commercial solicitation must be conducted in a manner that (1) shall not unreasonably interfere with classes or any other University operations; (2) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic; (3) shall be carried out without sound amplification equipment; (4) shall be carried out without prolonged, repeated or harassing contact with those who have declined the solicitation; (5) shall not violate applicable laws including those pertaining to obscene matters; and (6) shall not occur during commencement. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded in appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Credit card solicitors are prohibited from offering gifts for filling out credit card applications.

- D. PERMIT: For approval to engage in solicitation on campus and to obtain the required permit, contact the Office of the Vice President of Student Affairs via the studentaffairs@cpp.edu email. This permit must be displayed at all times at the approved location and all parties must adhere to applicable guidelines for solicitation.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order

TRANSACTIONS (NON-COMMERCIAL AND COMMERCIAL)

Commercial transactions including, but not limited to, sale of books, newspapers, magazines, pamphlets, or similar published materials, and the display of property or services for sale on university Property are prohibited unless proper written authorization has been obtained from the University President or designee. Persons or organizations wishing to engage in legal commercial transactions or display goods or services for sale on University Property may be granted permission (maximum of five (5) business days per academic term) if the proposed activity furthers the educational objectives of the campus and is conducted in accordance with the time, place, and manner regulations established by this Order. University auxiliary organizations, registered student clubs/organizations, and faculty/staff organizations may engage in non-commercial and commercial transactions on campus in accordance with this Order. Contact the Office of the Vice President of Student Affairs (studentaffairs@cpp.edu) for information and approval.

- A. **TIME:** Daily, 8 a.m. to 10 p.m., except for current Cal Poly Pomona students, registered student clubs/organizations, staff, faculty, and auxiliary employees who may engage in authorized non-commercial and commercial transactions or display property or services for sale on campus at any time in conformity with this Order.
- B. **PLACE:** (1) A popular location is University Park, northeast grassy area of the entrance to the Bronco Student Center, and (2) other areas designated by the Office of the Vice President of Student Affairs. Distribution inside University buildings is prohibited. Distribution in campus parking lots/structures of any written or printed materials to any motor vehicle parked within the campus is prohibited.
- C. **MANNER:** Non-commercial and commercial transactions must be conducted in a manner that (1) shall not unreasonably interfere with classes or any other University operations; (2) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic (3) shall be carried out without sound amplification equipment; (4) shall be carried out without prolonged, repeated or harassing contact with those who have declined the solicitation; (5) shall not violate applicable laws including those pertaining to obscene matters; (6) shall not consist of term papers, theses, or other written materials used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or that would violate the Student Conduct Code; and (7) shall not occur during commencement.

Marketers of credit cards are prohibited from offering gifts to students for their completion of student credit card applications (California Code of Regulations, Title 5, Section 42350.6). Marketers of student credit cards shall register with and receive approval from The University Bookstore or they must be pre-approved via contract with the University. As used in this section, "student credit cards" shall have the meaning in Cal. Civil Code section 1747.02 (m). (See 5 CCR section 42350.6.)

- D. **PERMIT:** For approval to engage in non-commercial or commercial transactions or display property or services for sale on campus, and to obtain the required permit, contact the Office of

the Vice President of Student Affairs (studentaffairs@cpp.edu). The permit must be displayed at all times and all parties must adhere to applicable guidelines.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order

DISPLAY OR DISTRIBUTION OF PUBLISHED MATERIALS

The display or distribution of books, newspapers, magazines, pamphlets, or similar materials is permitted on campus subject to the time, place, and manner regulations established below, provided such materials do not: (1) violate applicable laws including those pertaining to obscene matters; or (2) consist of term papers, theses, or other materials used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or that would violate the Student Conduct Code.

The time, place, and manner regulations and approval process for display or distribution of materials outlined below applies to off-campus groups or persons while on campus, including commercial vendors or solicitors. Designated locations and procedures for displaying or distributing materials on campus may be acquired through the Office of the Vice President of Student Affairs (studentaffairs@cpp.edu).

- A. **TIME:** Daily, 8 a.m. to 10 p.m., except for current Cal Poly Pomona students, registered student clubs/organizations, staff, faculty, and auxiliary organization employees who may display or publish materials at any time in conformity with this Order.
- B. **PLACE:** (1) News publications other than leaflets, pamphlets and/or flyers, including news books, magazines, newspapers, journals, and periodicals, distributed on University property and made available for members of the University community must be placed in news racks provided by the publishing company; (2) news racks at a building locations shall be grouped in a cluster in front of Building One or the Marketplace (the precise placement of the racks shall be determined by Facilities Planning and Management), except for news racks in the Bronco Student Center; and (3) news rack placement within the Bronco Student Center will be determined by the Director of the Bronco Student Center of the Associated Students, Incorporated.
- C. **MANNER:** The display or distribution of published materials (1) shall not unreasonably interfere with classes or any other University operations; (2) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic; (3) shall be carried out without use of sound amplification equipment; (4) shall be carried out without prolonged, repeated or harassing contact with those who have declined the publication; (5) will be removed on the last day of every month; (6) shall not occur during commencement; and (7) shall not be placed on vehicles, which is prohibited. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas shall make a reasonable effort to retrieve and remove such materials prior to departure from the areas that day.
- D. **PERMIT:** To ensure full understanding of laws, policies, and procedures unique to the University, off-campus individuals who wish to display or distribute published materials on campus shall contact the Office of the Vice President of Student Affairs via studentaffairs@cpp.edu, who issues permits to distribute or display published materials for off-campus individuals and entities. The permit should be displayed at all times. In addition, all parties must adhere to the guidelines outlined by Office of the Vice President of Student Affairs and those specific to any auxiliary-

operated facility or space where approved distribution or display of published materials will occur.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order

PROHIBITED USES

No person, while on University property, shall possess, carry or have control of any firearm, whether loaded or not, unless it is with the written permission of the University President or designee, such as Chief of the University Police Department (UPD), or equivalent University authority. Exceptions include: A duly appointed California peace officer as defined, a full-time paid peace officer of another state or the federal government who is carrying out official duties while in California, any person summoned by any of these officers to assist in making arrests or preserving the peace while he or she is actually engaged in assisting the officer, a member of the military forces of this state or of the United States who is engaged in the performance of his or her duties, or an armored vehicle guard, engaged in the performance of his or her duties, and where otherwise provided by the California Penal Code. Reference “The Gun-Free School Zone Act of 1995” California Penal Code 626.9. (See also Violence, Zero Tolerance Policy 1.6)

Weapons are prohibited on campus by California Penal Code 626.10. No person, while on University property, shall possess, carry or have control of any weapon defined as:

- A. Any knife that has a blade longer than 2 1/2 inches or opens automatically.
- B. Any dirk, dagger or ice pick.
- C. Any razor with an unguarded blade.
- D. Taser or stun gun.

Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, CO2 pressure or spring action.

Without specific written permission from the University President’s designee, it is prohibited on University property or areas under the control of the University to engage in, participate in, or assist participants in any game which involves the ambushing, lying-in-wait for, or following another person by means of stealth; or to participate or assist in the participation in any game which would involve the firing of any device as defined in the preceding paragraph.

It is prohibited on University property or areas under the control of the University to shoot any arrow or similar missile, and/or to permit any arrow or similar missile to be shot on University property, except as part of a University course of study or official University sponsored activity.

No Unmanned Aircraft System (UAS) (also known as a drone) may be flown from, on or around University property or areas under control of the University without the express written approval of the University. (See Unmanned Aerial Systems (UAS) Program)

Use of University facilities for commercial purposes is prohibited unless prior written permission has been obtained from the University President’s designee.

In general, the use of University facilities or property for personal or private events is not authorized. The category “personal or private events” includes, but is not limited to, weddings and memorial services. The scheduling of these or similar events on University property may be authorized only in unusual circumstances and requires prior approval of the University President’s designee.

In order to facilitate safety and floor maintenance, individuals with bare feet are prohibited from entering University buildings, with the exception of appropriately designated areas of University housing facilities, athletics, physical education and recreation facilities.

Camping on University property or areas under control of the University, or living in privately owned, temporary lodging parked or erected on University property is prohibited.

Occupation of facilities outside of approved operating hours is prohibited, but may be authorized only in unusual circumstances and requires prior approval of the University President's designee

Erection of any structure (whether temporary or permanent) on University property or areas under the control of the University must be approved by Facilities, Planning and Management for the safety of all participants and by-standers.

Pets will be allowed on campus only when on a leash and accompanied by their owner. No animals, except when being used for official University instructional purposes, police purposes, authorized and approved service or emotional support animals, will be permitted inside campus buildings and facilities without prior written approval of the University. Animal waste must be picked up and disposed of properly. (See Animals on University Premises Policy 3.1)