

The Constitution of the United States of America guarantees all citizens the right to free and unrestricted expression, within certain limitations. Recent court decisions make it clear that students share in the right, where the exercise of such right does not materially and substantially interfere with the operation of the school, or does not disrupt the academic process.

All procedures and rules pertaining to posters, banners and distribution of materials on campus will be fairly, equally and consistently enforced, regardless of the nature of the sponsoring group or individual or the philosophy being expressed. A decision to deny or halt the display or distribution of material shall be based on the manner of distribution/display, not on the content of the materials.

Posting

Guidelines for Posting

1. All materials must be stamped with approval from the Activities Office, located in the lower level of the Hinson Campus Center. (All posting must contain the name of the organization/person sponsoring the event/service.)
2. ONLY EVENTS SPONSORED BY DE ANZA COLLEGE WILL BE ALLOWED TO USE THE NAME "DE ANZA COLLEGE" ON THE POSTER. Events held on the De Anza Campus may use the address only.
3. Providing posting space is available, posters/flyers will be placed on appropriate kiosks or bulletin boards located in any or all of the areas shown on the attached map.
4. The maximum number of copies allowed to be posted is 10 for De Anza College sponsored events and 4 for community organizations or services. College sponsored events will remain posted for 30 days. Community organized events will remain posted for 2 weeks.
5. Off-campus materials must be limited to one per side of kiosks and one on bulletin board in lower level of Campus Center.
6. Posting is completed daily except during quarter breaks and Summer sessions. Every attempt will be made to have your event posted at least one week in advance of the event. The earliest it will be no more than 30 days prior to your event.
7. Posters/flyers must be no larger than 8 1/2"x14". (The Activities Office reserves the right to refuse posters/flyers that do not meet the size requirement)
8. Poster/flyers placed on bulletin boards and kiosks without stamped approval will be removed and will be disposed.

Regulations on Posting

- The Activities Office requires one copy of each posting in order to facilitate inquiries about the event being advertised. Information as to the sponsor and contact phone numbers must be available for posting. De Anza College encourages advertising for a diverse population. The Activities Office will keep one copy of all approved postings through expiration date.

- Posting of materials will not be permitted where defacement of college property could result. Exposed exterior walls will not be used for posting.
- Charges for clean up and/or damage to buildings/college property caused by improper posting will be assessed to the responsible party or organization.
- All items to be posted should be in good taste and socially acceptable.
- The Activities Office reserves the right to waive these guidelines for college sponsored events.

Regulations on Banners

- Banners are limited to advertising college sponsored, on campus events only.
- Banners are limited in size for the specific areas listed. On the three corners of the campus facing exterior city streets, the size will be 14 feet in length by 3 feet in height. On interior campus locations the size will be limited to 10 feet in length and 3 feet in width.

- Provided space is available, banners will be placed in the following areas:

Campus Center: On the staircase railing opposite the Information Desk. Above the Southwest entrance, facing the Main Quad. On the fencing surrounding the patio area.

P.E Area: On the balcony above the weight room (P.E.-11)

Perimeter Road: Corners of Stelling and Stevens Creek Blvd Stelling and McClellan. Stevens Creek Blvd. entrance and Flint Center

- Banners must be professionally done. Banners on the perimeter road must be constructed of vinyl or canvas materials. Banners for other locations may be made of paper.
- Banners are limited to one week prior to the event date except for De Anza Special Events/Services. The Activities Office has the authority to extend this limit for special events or programs.
 - The Activities Office schedules available space and reserves the right to select the locations for each banner.

Rallies

Freedom of Speech Regulations and Procedures

"Hyde Park" Policies

1. De Anza Students, faculty or staff may use the Hyde Park free speech areas. (Outside speakers and groups must be sponsored by a campus organization, faculty member or administrator.)

- Hyde Park activities may not significantly interfere with other programs on the De Anza College Campus.
- The speaker's name and, where appropriate, organizational affiliation shall be made known to the audience.
- The speaker shall answer unsolicited questions from the floor which are related to the address.
- While free speech is encouraged, illegal actions will not be tolerated.
- All speakers must comply with the District Speakers Policy (see Board Policies 1700,5312.3 and 6151). Copies of these procedures are available upon requests in the Activities Office.

Procedures

- The areas available for Hyde Park speeches are the Sunken Garden and the Campus Center Patio. These areas will be available Monday through Thursday from 9:00am to 5:00pm, Friday from 9:00am to 4:00pm. unless otherwise reserved. Programs will be limited to 90 minutes. The calendar will only allow one event to be sponsored at any one time.
- Scheduling of an activity shall be done at least two weeks in advance with the Activities Office by completing an Event Planning Request form.
- Board Policy requests all printed material for any activity be submitted to the Activities Office in advance of the speech. Use of the Campus Center Patio must adhere to the Campus Center Use Policies and Procedures. Copies of these procedures are available upon requests in the Activities Office. Violators will be asked to terminate their activity and to leave the campus.

DISTRIBUTION OF MATERIALS/SOLICITATION OF SIGNATURES AND/OR INFORMATION

- Those wishing to distribute materials will be allowed the use of the Lobby Tables in the Campus Center. Registration for use of these tables is completed using an Event Planning Request available in the Activities Office. Use of these tables will be limited to three days per month per group (9 total times per quarter). An Event Planning Request form is required for each new quarter.
- The table must be identified with the name of the individual, club, organization or sponsoring organization. Possession of table must be taken within the hour or table will be forfeited. The table must be staffed at all times.
- Persons distributing material must remain behind their assigned table and allow students to approach without coercion. Material may not be placed or left on tables other than those specifically designated for such purpose.
- No commercial, religious or community organization may solicit for donations or enhancement of clientele base at this table. Only recognized De Anza College clubs are allowed to sell materials that benefit club activities.
- One lobby table will be allowed per community person or group.
- Copy of materials to be distributed must accompany the Event Planning Request form.

7. Commercial, religious or community organization (profit and non-profit) may rent a vending area to conduct business for distribution of material and information.
8. Distribution of all materials is to be coordinated with the Activities Office. An information copy of any material to be distributed must be made available to the Activities Office prior to distribution. All materials to be distributed must bear the same name of the sponsor.
9. The collection of signatures for petitions is subject to the same regulations as those which govern the distribution of materials. Such matters as coordination with the Activities Office, identification of the sponsor, and the restrictions as to the areas of circulation, govern petitions as well as distribution of materials.
10. Violators of these procedures will be asked to leave and forfeit consideration for future dates.

AD-HOC STUDENT ORGANIZATIONS

1. Definition:

An ad-hoc student organization is defined as a group which:

- a. Is organized for a specific and temporary purpose which is compatible with the educational objectives of the college.
- b. Operates under the advisorship of a member of the college staff.
- c. Files a statement of purpose with the Student Activities Office and a roster of at least six (6) student members.
- d. Operates for a period of one Academic Year (July 1st to June 30th). There **MUST** be a re-application for each new Academic Year.
- e. Is composed entirely of students currently enrolled in the college.

2. Privileges:

An ad-hoc student organization will be granted all the privileges of recognized student organizations and must follow the procedural requirements outlined above.

For further information, please contact the Activities Office (Campus Center) at (408) 864-8756.

Distributed by the Student Activities Office