



FREE SPEECH AREA RESERVATION FORM

Skyline College is a community that values free expression and the exchange of ideas. It is the College's intention to assure maximum use of its grounds for free expression and in compliance with the California Civic Center Act, reservations normally shall be made to the Center for Student Life and Leadership Development to ensure that a location is available for use at a specific date and time. An individual(s) or group with a reservation will have priority in the use of the location. To reserve a space contact the Center for Student Life and Leadership Development, (650) 738-4275, Building 6, Room 6212.

A Free Speech Reservation Form guarantees a space for activities; however, it is not required. The College shall not prohibit speech or expressive activity on its campus solely because the individuals(s) or group did not make or does not have a reservation. The College shall not deny a reservation application based on speech content of the proposed activity or on the viewpoint of the individual(s) or group.

Applicant Name:	
Organization:	
Date(s) and Time(s):	
Topic or Issue (optional):	
Activity Planned:	
Items to be displayed or distributed:	
Preferred campus location:	
<i>Center Use Only</i>	
<hr/> <i>Date submitted</i>	<hr/> <i>Staff Signature</i>

Welcome to Skyline College

As members of this campus community we rely on each other to create an environment that provides the maximum opportunity for debate, free discussion and expression while minimizing the potential for disruption of classroom and college activities. As a part of that effort, we ask that you please dispose of all waste in appropriate containers and keep pathways clear in order to minimize any negative impact on members of our community that use wheelchairs, scooters, canes or other items to help them navigate the campus. We appreciate your assistance in keeping the campus a safe and clean environment that is accessible for the entire campus community.

A brief resource guide is listed below that includes event regulations and contact information should you need assistance.

REGULATIONS

Speakers and organizers must:

- Allow the District's regularly scheduled classes, research, events, ceremonies and normal and essential operations to proceed without unreasonable interference.
- Allow parking and the flow of vehicular and pedestrian traffic.
- Allow the ingress and egress to and from all buildings.
- Allow a group that has reserved the space to use it. An individual or group with a reservation will have priority in the use of the location.
- Allow a speaker or performer to be seen and heard by the audience.
- Maintain a noise level that allows classes, campus events and operations to occur without unreasonable interference. The use of sound amplification shall normally be allowed, except where such sound amplification creates noise or diversion that unreasonably disrupts classroom, College or District activities or operations.
- Assure that actions do not create an imminent health or safety hazard.
- Assure that actions do not destroy District property.

SKYLINE COLLEGE CONTACT INFORMATION

CENTER FOR STUDENT LIFE AND LEADERSHIP DEVELOPMENT.....	(650) 738-4275
HEALTH CENTER.....	(650) 738 -4270
FACILITIES.....	(650) 738-4115
PUBLIC SAFETY.....	(650) 738-4199

For additional information regarding San Mateo County Community College District Board Policies and Procedures and SMCCCD Board Policy 2.31 Speech: Time, Place and Manner visit <https://smccd.edu/boardoftrustees/policies.php>.