



RESERVATION GUIDELINES FOR FREE SPEECH AND VENDING ACTIVITIES

The Center for Student Life and Leadership Development assists with the coordination of educational and social events on campus. This includes vending requests and reservations for free speech activities. Listed below are the College guidelines for individual(s) or groups who are interested in coordinating or organizing these types of activities on campus. Vendor Applications and Free Speech Reservation Forms are available at the Center for Student Life and Leadership Development, Building 6, Room 6212. Completion of the Free Speech Reservation Form is optional and not required to engage in free speech activities. Additional information is available at the Center, online at <http://skylinecollege.edu/centerforstudentlife/eventplanning.php> or call (650) 738-4275.

FREE SPEECH

- Skyline College is a community that values free expression and the exchange of ideas.
- It is the Skyline 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 campuses and grounds 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.

REGULATIONS

Speakers and organizers must:

- Allow the College'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.

Section 6 of the San Mateo County Community College District Board Policy 2.31 Speech: Time, Place and Manner. For the full policy and a complete list of SMCCCD Board Policies and Procedures visit <https://smccd.edu/boardoftrustees/policies.php>.

POSTING MATERIALS

- Bulletin boards have been designated on campus for general posting.
- Posting of materials, other than that of college affiliated groups, is not permitted in non-designated areas.
- All materials must be lawful activities and may not be misleading or fraudulent.
- All commercial literature must have the organization/institution affiliation, along with address and telephone number clearly stated.
- All materials posted on designated bulletin boards will be automatically removed once a week, or once the date has expired, or if the posting has not been authorized by the Center for Student Life and Leadership Development.
- The college does not endorse, approve, authorize, sponsor or regulate any commercial business, commodity, service or entertainment posted or distributed on campus.

DISTRIBUTION OF LITERATURE

- Petitions, circulars, leaflets, newspapers and printed materials may be distributed in person.
- No person or organization distributing materials shall coerce any person into taking any material.
- All discarded material in and around activities area must be retrieved by persons distributing the material prior to departure.

SUPPORT SERVICES

- Tables, chairs, sound systems and other support materials **will not** be provided by the college.
- Parking permits **will not** be provided.

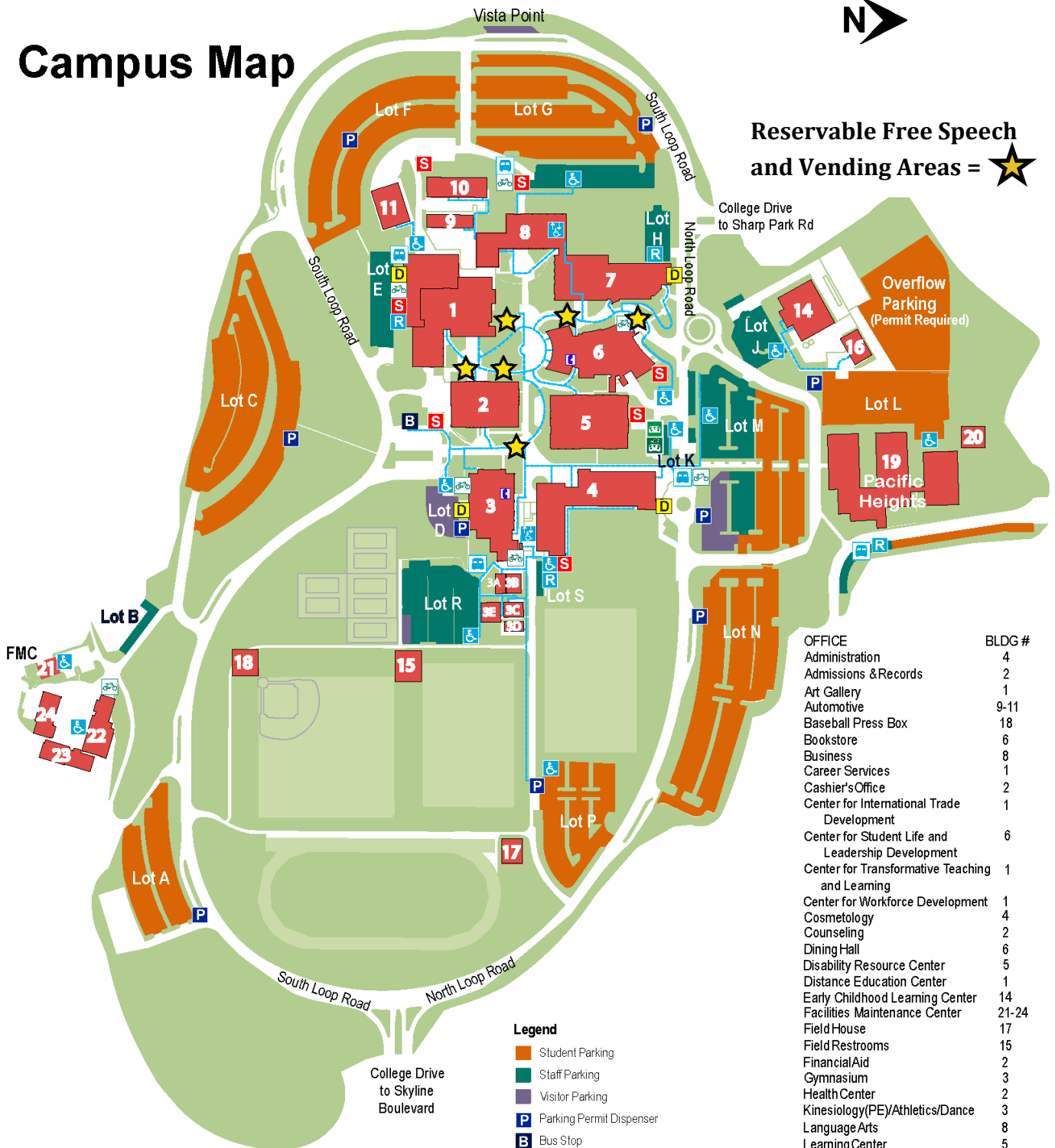
VENDING ON CAMPUS

- Vending activities are limited to college sponsored and approved special events related to the educational mission of the college and must have prior approval by the Center for Student Life and Leadership Development.
- Applications for vending on campus must be scheduled four (4) weeks in advance. For further information about the Campus Vending Policy is available on the Skyline College website, <http://www.skylinecollege.edu/centerforstudentlife/assets/eventplanning/CampusVendingPolicy.pdf>.
- Vending applications are available at <http://www.skylinecollege.edu/centerforstudentlife/assets/eventplanning/VendorApplication.pdf>

Campus Map



Reservable Free Speech and Vending Areas = ★



OFFICE	BLDG #
Administration	4
Admissions & Records	2
Art Gallery	1
Automotive	9-11
Baseball Press Box	18
Bookstore	6
Business	8
Career Services	1
Cashier's Office	2
Center for International Trade Development	1
Center for Student Life and Leadership Development	6
Center for Transformative Teaching and Learning	1
Center for Workforce Development	1
Cosmetology	4
Counseling	2
Dining Hall	6
Disability Resource Center	5
Distance Education Center	1
Early Childhood Learning Center	14
Facilities Maintenance Center	21-24
Field House	17
Field Restrooms	15
Financial Aid	2
Gymnasium	3
Health Center	2
Kinesiology(PE)/Athletics/Dance	3
Language Arts	8
Learning Center	5
Library	5
Pacific Heights (PH)	19
Portable Classrooms	3A-E
Portable Restroom	20
Public Safety	6
Sciences & Allied Health	7
Smog Referee	9
Social Science/Creative Arts	1
SparkPoint	1
Student & Community Center	6
Student Services/One-Stop Center	2
Theater	1
Wellness	4

- Legend**
- Student Parking
 - Staff Parking
 - Visitor Parking
 - P Parking Permit Dispenser
 - B Bus Stop
 - S Smoking Area
 - ♿ Accessible Parking
 - R Reserved Parking
 - ♿ Accessible Elevator
 - ♿ Redi-Wheels Stop
 - ♿ Bicycle Parking
 - ☎ Pay Phone
 - Universal Access Route
 - P Carpool/Vanpool Parking
 - P Energy Efficient Vehicle Parking
 - D Drop-Off

