

Appendix A
Last updated May 15, 2001

Time, Place and Manner Regulations for University Affiliates

Santa Clara University (hereinafter "University") is operated as a privately owned institution of higher education. It has not been dedicated to public uses. The University's sole purpose is and shall remain that of an institution of higher learning providing an education to its students. This policy shall be interpreted to achieve that purpose and to protect the valuable property rights of the Board of Trustees of Santa Clara University, the rights of students to receive academic instruction from the University faculty and to participate in University activities without outside interference.

The time, place, and manner of university affiliates' ability to exercise freedom of speech on campus are subject to regulations adopted by the University administration. Pre-registration of event, orderly conduct, noninterference with University functions or activities, and identification of sponsoring groups or individuals are required. Outdoor sound amplification will be permitted only with explicit approval of the dean of student life or his/her designee. University Affiliates include members of the faculty, academic departments, staff, administrative offices, or student organizations registered by authorized student government bodies.

The time, place, and manner for Expressive Activity on campus are subject to the following regulations adopted by the University administration.

1. University affiliates wishing to use the University property for purposes of engaging in Expressive Activity must register their event with the Benson Memorial Center Scheduling Office and reserve the appropriate venue. The topic, intent and nature of the Expressive Activity must be given at the time of the original reservation.
2. The following criteria will be used by the Director of the Benson Memorial Center to determine the time place and manner of Expressive Activity:
 - * The effect of the Expressive Activity on classroom instruction;
 - * The availability of an appropriate space on a particular day;
 - * The manner in which the activity will be presented;
 - * The availability of furnishings (such as tables, benches, and chairs);
 - * Expected crowd size and traffic condition on the proposed day and time of the Expressive Activity.
3. Event registration must include the name, address, telephone number, and signature of the event sponsor.
4. Individuals engaging in Expressive Activity shall conduct that activity on the bricked Plaza located between the Campus Bookstore and Shapell Lounge, to the east of Benson Memorial Center. The time during which Expressive Activity may be engaged in is during normal business hours (Monday - Friday, 8:30am - 4:30pm) while the University

is in session except during noted exception times (week before finals, finals week, commencement, etc.). Reservations will not be issued during finals week and the week before (both quarter and semester academic calendars,) nor will permits be issued during Commencement Weeks (Law School and Undergraduate). In order to provide equal access to the many organizations seeking entry to the University, Expressive Activity registration may not exceed a period of time greater than five consecutive days or longer than 2 hours during any given day.

5. No person engaged in Expressive Activity shall engage in activity, conduct, or behavior that potentially poses a threat to the safety, health, welfare, or general well being of University students, faculty or staffs. The following criteria will be used by the Director of the Benson Memorial Center to determine whether the activity, conduct, or behavior poses a potential threat:
 - * Whether the activity violates the Fire Code;
 - * Whether the activity violates the California Occupational Safety and Health Act, or any building standards as defined by the California Health and Safety Code which relate to occupational safety and health;
 - * Whether the activity violates any traffic, safety or health ordinances, standards or regulations adopted by the City of Santa Clara or Santa Clara County;
 - * Whether the activity violates the Uniform Building Code;
 - * Whether the activity violates any safety or health standards adopted by the American National Standards Institute; and/or
 - * Whether the activity constitutes a breach of the peace as set forth in California Penal Code section 415.
6. Each person engaged in Expressive Activity shall be responsible to clean up any debris or garbage occasioned by his or her activity, including picking up and properly disposing of any handbills, flyers or other material distributed or made available to University students, faculty or staff as a part or such activity. All debris or garbage shall be deposited in receptacles provided for that purpose by the University.
7. Requests for amplification of sound permits can be obtained in the office of the director of the Benson Memorial Center.

Time, Place and Manner Regulations for Guests to the campus

The time, place, and manner of university guests' ability to exercise freedom of speech on campus are subject to regulations adopted by the University administration. Pre-registration of event, orderly conduct, noninterference with University functions or activities, and identification of sponsoring groups or individuals are required. Outdoor sound amplification will be permitted only with explicit approval of the dean of student life or his/her designee. University guests include those persons who do not fall into one of the following categories: members of the faculty, academic departments, staff, administrative offices, or student organizations registered by authorized student government bodies.

The time, place, and manner for Expressive Activity on campus are subject to the following regulations adopted by the University administration.

1. Persons, groups or organizations wishing to come on the University property for purposes of engaging in Expressive Activity must first register their event with the Benson Memorial Center Scheduling Office and reserve the appropriate venue. The topic, intent and nature of the Expressive Activity must be given at the time of the original reservation.

The following criteria will be used by the Director of the Benson Memorial Center to determine the time, place and manner of Expressive Activity:

- * The effect of the Expressive Activity on classroom instruction;
 - * The availability of an appropriate space on a particular day and time;
 - * The manner in which the activity will be presented;
 - * The availability of furnishings (such as tables, benches, and chairs);
 - * Expected crowd size and traffic condition on the proposed day of the Expressive Activity.
2. Should any person, group or organization, or others acting in concert with the event sponsor, conduct themselves in a manner not consistent with the mission and goals of the University, the event shall be immediately terminated and all persons, groups, organizations, or others acting in concert with any or all of them shall be immediately escorted from the University property by Campus Safety Services.
 3. Event registration must include at a minimum, the name, address, telephone number, and signature of the event sponsor.
 4. Individuals engaging in Expressive Activity shall conduct that activity on the bricked Plaza located between the Campus Bookstore and Shapell Lounge, to the east of Benson Memorial Center. The time during which Expressive Activity may be engaged in is during normal business hours (Monday - Friday, 8:30am - 4:30pm) while the University is in session except during noted exception times (week before finals, finals week, commencement, etc.). No permits will be issued during finals week and the week before (both quarter and semester academic calendars.) Nor will permits be issued during

Commencement Weeks (Law School and Undergraduate). In order to provide equal access to the many organizations seeking entry to the University, Expressive Activity registration may not exceed a period of time greater than five consecutive days or longer than 2 hours during any given day.

5. No person engaged in Expressive Activity shall engage in activity, conduct, or behavior that potentially poses a threat to the safety, health, welfare, or general well being of University students, faculty or staffs. The following criteria will be used Director of the Benson Memorial Center to determine whether the activity, conduct, or behavior poses a potential threat:
 - * Whether the activity violates the Fire Code;
 - * Whether the activity violates the California Occupational Safety and Health Act, or any building standards as defined by the California Health and Safety Code, which relate to occupational safety and health;
 - * Whether the activity violates any traffic, safety or health ordinances, standards or regulations adopted by the City of Santa Clara or Santa Clara County;
 - * Whether the activity violates the Uniform Building Code;
 - * Whether the activity violates any safety or health standards adopted by the American National Standards Institute; and/or
 - * Whether the activity constitutes a breach of the peace as set forth in California Penal Code section 415.
6. Each person engaged in Expressive Activity shall be responsible to clean up any debris or garbage occasioned by his or her activity, including picking up and properly disposing of any handbills, flyers or other material distributed or made available to University students, faculty or staff as a part or such activity. All debris or garbage shall be deposited in receptacles provided for that purpose by the University.
7. The University reserves the right to request proof of insurance in the form of a certificate of insurance evidencing insurance coverage in the amount of \$1,000,000 for damage or injury to any persons or property occurring through the use of the University premises prior to the commencement of the Expressive Activity.