



STUDENT ACTIVITIES OFFICE

50 FRIDA KAHLO WAY • STUDENT UNION, 205 • SAN FRANCISCO, CA 94112 • (415) 239-3212

Regulations Governing Solicitation at City College of San Francisco – Ocean Campus

Members of the public are welcome to speak and/or distribute written materials within the designated areas of each campus subject to the time, place, and manner regulations and posting/distribution guidelines.

The following regulations are established to govern solicitation by off-campus organizations and individuals to table, display materials, petition, engage in public address, distribute literature and/or post flyers on CCSF's Ocean Avenue campus.

1. Before setting up a table or display, engaging in public address, distributing literature, seeking signatures on a petition and/or posting flyers, all solicitors shall report to the Office of Student Activities to sign in to notify the Dean of Student Activities of the solicitor's presence on campus, and to acknowledge receipt of these regulations. This notice does not involve any application or approval process, and therefore, the ability to use the designated area cannot be denied. This notice is only intended to provide CCSF with knowledge of the solicitor's presence on campus so that CCSF can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area.
2. The designated areas for solicitors to table, set up displays, seek signatures on a petition and/or engage in public address at Ocean Campus are RAM PLAZA located between Smith Hall and the Student Union, the CLOUD SCIENCE MALL located between Cloud Hall and Science Hall, and the WELLNESS CENTER AMPHITHEATRE located outside of the Community Health and Wellness Center and the Student Union. The solicitor must REMAIN in these specified areas only.
3. Tables and display materials may be set up only in the above designated areas on Ocean Campus. Solicitors must provide their own signage, tables, chairs, and materials. Free gifts (other than food and drink) may be distributed. Literature/newspapers and/or other items cannot be sold, nor can donations be solicited from any student, faculty, or classified staff in the designated areas or anywhere on the Ocean Campus.
4. The use of sound amplification is only allowed in RAM PLAZA and the WELLNESS CENTER AMPHITHEATRE. Solicitors shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the College, campus, or classes taking place at that time. No sound amplification of any kind is allowed in the CLOUD SCIENCE MALL.
5. Solicitors who wish to distribute literature only (i.e. who do not also want to set up a table or display, petition and/or engage in public address) may do so in the above designated areas as well as on the sidewalks and pathways along Cloud Circle, leading to Cloud Hall, Science Hall,

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and Batmale Hall from Cloud Circle, leading to Science Hall from Phelan Avenue, leading from Parking Lot H between Smith Hall and Conlan Hall to Cloud Circle and leading from Judson Avenue in front of the Diego Rivera Theatre, between the Visual Arts and Creative Arts Buildings to Cloud Circle. Solicitors may not distribute literature in any other areas, including parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center, the Arts Extension Building and/or the Orfalea Family Center.

6. Solicitors MAY NOT walk up to pedestrians and force them to take literature, follow pedestrians to classes or elsewhere on campus, or obstruct the flow of traffic of pedestrians walking to and from buildings. No solicitor shall touch, strike, or impede the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
7. Any solicitor who is distributing literature must retrieve and remove or properly discard any literature that is discarded or dropped in or around the area in which the solicitor is distributing literature prior to leaving that area.
8. Solicitors should refer to posting guidelines before hanging materials. Such posting Guidelines are available at the Student Activities Office.
9. Solicitors are expected to conduct themselves in a respectful manner toward all students and college personnel and to follow a code of conduct which prohibits the following:
 - a. Abuse or any threat of force or violence directed toward any member of the College or to an authorized College visitor while on College property
 - b. Willful misconduct that results in the injury or death to a student or College personnel or injury to property belonging to a member of the College or to an authorized College visitor while on the property
 - c. Unauthorized entry to or use of College facilities, supplies, or equipment
 - d. Obstruction or disruption of classes, administration, or authorized College activities
 - e. Violation of College rules and regulations including those concerning the use of college facilities, or the time, place, and manner of public expression or distribution of materials
 - f. Disorderly conduct that interferes with the College's primary educational responsibility
 - g. Failure to comply with these regulations and the directions of College officials, staff, or campus police to enforce these regulations.

These regulations are specific to Ocean Campus, but apply to all campuses of CCSF. For campuses other than Ocean, solicitors must contact the applicable dean at the respective campus.

Consequences of failure to comply with the above regulations include:

1. Written warning; if after a warning, failure to follow regulations continues, the solicitor will not be allowed access to CCSF for a period of four (4) school months or the rest of the semester, whichever is longer.
2. If failure to follow any of the above continues after the four month or semester suspension, access to CCSF will be denied.