

**Rallies and Demonstrations Space Request Form**

Clackamas Community College recognizes, values, and supports the freedom of speech, thought, expression, and assembly. The exercise of these freedoms is central to the fulfillment of the College’s academic mission.

Please see ARC 601 for the complete policy on expressive conduct, which includes petitioning, leafletting, speech-making, demonstrating, picketing, sign-posting, and rallying. Rallies and demonstrations in particular require notice and coordination with College officials to enable fulfillment of the College’s mission of instruction, related services, and business operations, as well as ensuring the safety of the rally/demonstration participants and observers.

The College outlines policies regarding speech activities on campus as follows:

1. (Time): Speech activities are limited to times when classes are in session (which may include day, evening, and weekend times during the academic year). When classes are not in session, then speech activities are limited to regular business hours of the College (typically Monday-Friday, 8a-5p).
2. (Place): Speech activities may take place on any College grounds outside of campus buildings, as long as such areas are not designated for authorized or limited access only. However, organized speech activities may not occur in areas dedicated to a specific purpose that would be disrupted thereby, such as parking lots, athletic areas, or walking trails.
3. (Place): Interior locations may not be used for petitioning, leafletting, demonstrating, picketing, or rallying. Interior locations may be used for invited speaker events.
4. (Manner): No speech activities may impede pedestrian and vehicular traffic or unreasonably disrupt regular or authorized activities in classrooms, offices, laboratories and other College facilities or grounds. Such activities may take place at least 25 feet from all building entrances.
5. (Manner): No speech activities may be conducted at a sound volume or otherwise in a manner which disrupts the normal use of classrooms, offices, laboratories, and other College facilities.
6. (Manner): No speech activities shall be conducted in a manner that is unlawful, that endangers the safety of the College community or public, that causes damage to College facilities and property, violates CCC policy or procedures or misrepresents/implies that the College sponsors, supports, or endorses any view, belief, or statement being expressed.

Special guidelines for rallies and demonstrations are as follows:

1. Recognized College student organizations who wish to schedule a demonstration, rally, or equivalent activity may request the space through the regular reservation procedure with the Student Life and Leadership Office, accompanied by submission of this form.
2. Students, staff, faculty, campus departments, or members of the public who wish to schedule a demonstration, rally, or equivalent activity may request exterior space through the regular reservation procedure with the Facilities Reservations Office, accompanied by submission of this form. Contact information for the organizer must be provided, as well as the nature of the activity.
3. Rallies and demonstrations are restricted to occur in exterior locations only and must follow all other general guidelines contained within ARC 601 related to expressive conduct.
4. Persons desiring to conduct a rally or demonstration must notify the applicable office at least one full (24 hour) business day prior to the rally or demonstration in order to ensure public safety and appropriate staffing. Groups wanting to use tables or chairs must provide three full (72 hour) business day notice for the activity. Rental rates apply for off-campus groups.
5. Rallies or demonstrations may not take place in any location where another organization has previously reserved the space.
6. Organizers for rallies and demonstrations must check in with the Student Life and Leadership office or the Facilities Reservations Office (or with Campus Safety if during a time these offices are closed) upon arrival to campus.
7. Length of Rallies and Demonstrations. Rallies and demonstrations are limited to take place during the same calendar day for a maximum of 12 hours.
8. Black-out dates. Rallies and demonstrations shall not occur on the dates of the following occasions: All-Staff Kickoff of In-Service, Fall Student Kickoff, and Graduation.

Name of individual or representative(s):

Name of entity/organization:

Address:

Telephone: E-mail:

Date requested: Begin time: End time:

Location requested:

Tables/chairs requested:

*(Note 3 business days required to request tables and chairs. Rental rates may apply for off-campus groups. Contact Facilities Reservations at* [*FacilityResv@clackamas.edu*](mailto:FacilityResv@clackamas.edu) *or 503-594-3308 for more information*)

Description of intended activity:

**By signing below, I acknowledge that I have read, understand, and accept the guidelines regarding expressive conduct in general and rallies and demonstrations in particular.**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SUBMIT TO: Facilities Reservations Office, Gregory Forum. [FacilityResv@clackamas.edu](mailto:FacilityResv@clackamas.edu)

(Student Clubs submit this form to Student Life and Leadership Office, CC 152)