

120-04 PUBLIC INFORMATION DISTRIBUTION PROCEDURE

1. PURPOSE

The purpose of this procedure is to outline the time, place and manner by which public information may be distributed in or at any College owned or controlled property.

2. PROCEDURE

1. Definitions

- a. Posting: The placement of any written materials on any College owned or controlled property.
- b. Picketing: Persons congregating with a desire to protest.
- c. Major group: Twenty (20) or more persons picketing, participating in a demonstration, or using a public distribution area

2. Posting of Materials

- a. Haphazard and uncontrolled posting on College campuses creates a number of problems and hazards including:
 1. undue clutter,
 2. confusion resulting from the proliferation of printed information,
 3. unfavorable aesthetics,
 4. fire hazards, and
 5. damage to building finishes
- b. The Dean of Student Development and Community Engagement is responsible for designating a campus-specific individual for each CCC campus who is responsible to approve posting of any non-college materials throughout the interior of any College owned or controlled building.
- c. Individuals wishing to post materials inside a College owned or controlled building are required to submit a copy of the materials to the designated campus-specific individual.
- d. The Dean, designee or campus-specific individual will notify the requester if the materials they wish to post will be allowed. That person will then be responsible for stamping the document and posting it in appropriate areas such as campus bulletin boards.
- e. Materials being posted shall be removed upon expiration, or no longer than sixty (60) days, but may be removed sooner at the discretion of the Dean, designee or campus-specific individual.
- f. Posting of materials in or on any objects or surfaces including but not limited to vehicles, buildings, classrooms, walls, furniture, flooring, parking structures, trees, plants, planters, trash receptacles, benches, signage, light poles or sidewalks is strictly prohibited.

3. Public Information Distribution

- a. Public Information Distribution Areas may be located inside or outside of College owned or controlled buildings. Access is intended as a public service to allow free exchange of information and notices that may be of interest to members of the College community.

- b. The College neither sponsors nor endorses the activities, offers, information or literature provided by the individuals, groups, organizations, or entities distributing such information.
- c. Major groups are required to contact the Executive Director of Facilities or designee at least forty-eight (48) hours prior to the time of utilization, to give notification of their intent to be present on campus.

Major groups must provide proof of insurance coverage unless the Executive Director of Facilities or designee waives the insurance requirements because the event does not present substantial or significant public-liability or property-damage exposure for the school or its officers. An exception may be made for expressive activities where the group agrees to:

 - 1. Defend and indemnify the College from claims arising from the group's actions.
 - 2. Work with the College to modify the event to respond to reasonable foreseeable risks, hazards, and dangers to public health and safety.
- d. If more than one entity wants to be present on overlapping dates and the area's size will not accommodate both, requests will be honored on a first-come, first-served basis. Decisions will be made based on the ability to accommodate requests in a safe manner for students, employees, and community members on campus at the time of the event.
- e. Distributed and posted materials must:
 - 1. Not contain obscene text or images.
 - 2. Not promote, advocate, or incite imminent violence.
 - 3. Not promote illegal activity
- f. Persons wishing to distribute information on College owned or controlled property are expected to comply with certain law and order provisions such as:
 - 1. Not performing information distribution in hallways and within 30 feet of entrances.
 - 2. Not blocking any vehicular traffic way, pedestrian walkway, building entrance or exit doors and paths, or emergency service connections.
 - 3. Respecting the rights of passers-by and not unduly harassing them.
 - 4. Not making any physical contact, obstruct passage or, in any manner, maliciously detain passers-by.
 - 5. Not damaging any property.
 - 6. Not committing any other violation of criminal statutes, ordinances or laws.
- g. Any behavior that disrupts the educational mission of the College or the ability to perform normal business operations, especially in the Commons area, is prohibited. The use of sound amplification equipment, drumming, singing and chanting is not allowed within campus buildings.
- h. All terms, conditions and standards of this procedure will be equally applied to all persons, regardless of the message they wish to share. Persons who do not comply with all terms, conditions and standards of this procedure may be instructed to leave the campus. Refusal to honor a request to leave may result in summoning of law enforcement assistance, pursuant to Arizona Revised Statute 13-2911 (interference with or disruption of an educational institution).

3. BACKGROUND

1. References: none
2. Revision history: 02/19/2010 (reformatted), 08/21/2014, 09/06/2017
3. Legal review: 04/09/2014, August 2017
4. Sponsor: Facilities

Approved by College Council 09/06/2017

COCONINO COMMUNITY COLLEGE

PUBLIC INFORMATION DISTRIBUTION FORM

Date(s) of event: _____

Name of event: _____

Area of event: _____

Estimated number of participants: _____

| | | | |
|---------|-----------|---------------|------|
| Campus: | Lone Tree | Fourth Street | Page |
|---------|-----------|---------------|------|

Location: Outside ____ Inside ____

| | | | |
|-----------------|--|-------------------|--|
| Arrival Time: | | Event Start Time: | |
| Event End Time: | | Departure Time: | |

A certificate of liability insurance is required for Major Groups/20 or more participants.

| | | |
|--|-----|----|
| Have you submitted a certificate of liability insurance? | YES | NO |
| Will you be setting up any chairs, tables, booths? | YES | NO |
| Will you be handing out pamphlets, flyers, information? Event applicants will be responsible for cleaning up any pamphlets/flyers on the ground | YES | NO |

Comments:

Signature Required:
(I agree to abide by all CCC policies and procedures)

| INTERNAL USE ONLY | | | |
|--|------------|-----------|-----------------------------|
| Security notified | YES | NO | Date: _____ |
| Executive Director of Facilities or designee notified | YES | NO | Date: _____ |
| Executive Vice President or designee notified | YES | NO | Date: _____ |
| Certificate of Liability Insurance received (required for Major Groups) | YES | NO | Date: _____ |
| <p>EVENT APPROVED</p> <p>List reason(s) for disapproval on back</p> | YES | NO | Approver's signature: _____ |