

Administrative Series—2000

**PRESENTATIONS ON COLLEGE CAMPUSES—
SCHEDULING OF OFF-CAMPUS INDIVIDUALS AND GROUPS**

Salem Campus

Commercial sponsored:

1. Contacts **Director of Auxiliary Services** with request.
2. Organizations or individuals wishing to sell or distribute products, merchandise, or services shall be directed to **Auxiliary Services**, which shall be responsible for scheduling them. College policy and procedure #2260 governs the terms under which such activity will be permitted.
3. In addition, commercial users must pay a reasonable fee for solicitation and advertisement of products.

Non-commercial sponsored:

1. Contacts **Student Life** department with request.
2. Organizations or individuals wishing to have a voice at Chemeketa Community College shall be directed to **Student Life**, which shall be responsible for scheduling them. These organizations or individuals include, but are not limited to those that represent religious organizations, groups desiring petition signatures, political candidates, and groups representing political issues.
3. Users desiring space shall be directed to a “Free Speech” area. This area is defined as space at the base of the stairs in the lobby of Building 2; and shall be large enough to accommodate one six-foot table and two chairs. A tablecloth and disclaimer will be provided by **Student Life**.
4. Users shall contain their presentation and materials to this area only. Approaching students or employees is not permitted. Users shall agree not to disrupt or interfere with the general movement of students through the campus. Users shall not solicit contributions or donations from any individual on college property; nor shall they engage in the sale of any items or services.
5. Users shall be allowed two dates only within any given academic term.

Administrative Series—2000

**PRESENTATIONS ON COLLEGE CAMPUSES—
SCHEDULING OF OFF-CAMPUS INDIVIDUALS AND GROUPS**

Outreach Campuses

1. Organizations or individuals wishing to utilize space on Outreach Campuses shall contact the appropriate **Outreach Campus Director**. Each Outreach Campus shall designate a “Free Speech” area appropriate for its facility. Procedures for commercial and non-commercial sponsored presentations on Outreach Campuses shall abide by the same guidelines as outlined for the Salem Campus.
2. If any organization or individual on the Salem Campus or on any Outreach Campus does not comply with the guidelines outlined in this procedure, the privileges of presentations on campus may be revoked by the college.

Salem Campus

Student sponsored:

1. Contacts **Student Life** department with request.

**College program or
department sponsored:**

1. Contacts **Scheduling** office with request.

Outreach Campuses

1. Students or employees wishing to utilize space on Outreach Campuses shall contact the appropriate **Outreach Campus Director**.
2. If approved, sponsor works with **appropriate college services** to arrange for and publicize the presentation.

May 14, 1997

Adopted by College Council

January 12, 2000; March 8, 2006

Revised