

SAF004. Guidelines on Demonstrations and Leafleting

Procedure Category: Safety

Subject: Guidelines on Demonstrations and Leafleting on College Property

Procedure Owner: Director of Security and Public Safety

Related Procedures: SAF005

I. Scope

This procedure addresses the guidelines and responsibilities for demonstrations, assemblies, rallies, leafleting and/or equivalent activities on College property and applies to all college departments, faculty, staff, students and/or invited non-College participants.

II. Procedure Purpose

The purpose of this procedure is to ensure that the Cowley College community has ready access to well-developed and understandable procedures for proper demonstrations, assemblies, rallies, and leafleting and/or equivalent activities on College property. Procedures for demonstrations, assemblies, rallies, and leafleting and/or equivalent activities will:

1. Support the rights of individual students, faculty, staff and student organizations provided such activities do not disrupt normal activities or infringe upon the rights of others or interfere with the general operation of the College.
2. Protect the right of any individual or organization to demonstrate and publicly proclaim any view, however unpopular.
3. Protect the freedom of speech, choice, assembly, and movement of any individual or group that is the object of the demonstration.
4. Achieve accountability by identifying the offices responsible for specific procedures
5. Provide faculty, staff, and students with clear, concise guidelines
6. Document how the college conducts business.

III. Definitions

Assembly: An assembly is a group of persons gathered together, usually for a particular purpose, whether religious, political, educational or social.

Demonstration: A demonstration is a manifestation of grievances, support, and protest or to express a particular view by public meeting, a gathering, a parade or a march.

Leafleting: Leafleting is defined as printed material, usually folded and offered or posted for free, and intended for advertising or promotion about a particular cause or view.

Participant: A participant is someone who takes part in an activity, passively or otherwise.

Rally: A rally is a group of people that come together for a purpose or common cause.

IV. Procedure

1. Prior approval for any such demonstration, assembly, rally, leafleting, or equivalent activity shall be obtained in writing from the Director of Campus Security and Public Safety at least 48 hours in advance of the requested activity. *Written request form Appendix A.*
2. The College maintains the right to define the time, place, and manner in which activities occur on campus.
3. The safety and well-being of members of the campus community collectively and individually must be protected at all times. Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right-of-way on streets, alleys and sidewalks must be maintained.
4. College property must be protected at all times.
5. Normally the acceptable demonstration site at the Arkansas City Campus will be the area of the Calder-Bonfy amphitheater to the north of the Brown Center but the college reserves the right to determine the most appropriate location for the College and all campus community members for each occurrence.
6. Student organizations sponsoring or organizing demonstrations, assemblies, rallies, leafleting or other equivalent activities shall be held responsible for compliance with this procedure. Student organization sponsorship in no way relieves participating individuals of responsibility for their conduct. Each individual participating in a demonstration or equivalent activity, whether sponsored or not, is accountable for compliance with the provisions of this procedure. Any violation of this procedure may be grounds for disciplinary action against the individuals and/or the sponsoring or participating student organization and their officers.
7. Although persons who are not members of the college student body, faculty or staff may participate in demonstrations, assemblies, rallies, leafleting or equivalent activities upon invitation by a bona fide student, faculty, or staff member engaged in such activity, all non-college participants are obligated to the terms of this procedure. Persons who invite non-college participants may be held accountable for such participants' compliance with this procedure. In addition, since non-college participants are not subject to college discipline procedures, their failure to comply with this procedure may result in appropriate action under City, State or Federal Law.
8. In addition, all demonstrations, assemblies, rallies, leafleting and other equivalent activities shall also comply with the following orders:
 - a. Persons may not block or otherwise interfere with the ingress or egress into or out of campus buildings or facilities.
 - b. Persons shall not obstruct, disrupt, interrupt, or attempt to force the cancellation of any event or activity sponsored by the college or by any users authorized to use college facilities.
 - c. Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
 - d. Person shall comply with the directions of any college official acting in the performance of his or her duty.
 - e. Classes or other scheduled activities shall not be disrupted.

- f. Use of a public address system and/or amplified sound will not be permitted without prior approval.
- g. Where an invited speaker is the object of the protest, persons may demonstrate and/or leaflet outside the building in the designated area. Persons who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending person being asked to leave or other disciplinary sanctions. Signs, placards, or similar paraphernalia associated will not be carried into the building.

V. Effective Date(s)

This procedure first became effective October 20, 2014.

VI. Signature and Title

This procedure is implemented by: _____

A handwritten signature in black ink, appearing to be 'J. R. Smith', is written over a horizontal line.

Title: Executive Vice President of Business Services

Appendix A

Demonstration/Leafleting Request Form

This form must be approved by the Director of Campus Security and Public Safety at least 2 days minimum prior to the requested date.

The site and purpose are subject to review prior to approval. Each area for said request will be inspected prior to approval of the demonstration.

If the area or conditions are designated by the Director of Campus Security to be unsafe or as interfering with normal operations at the College, an alternative site will be selected or the request will be denied. If the area is initially deemed safe and is altered prior to the demonstration, an immediate cancellation will incur.

No exceptions will be made.

Requesting individual/organization: _____

Primary date(s): _____ alternate date(s) _____

Purpose: _____

Request type: Demonstration/Assembly/Rally/Leafleting/Other: _____

Contact Information:

Responsible Party: _____

Telephone: _____ E-mail address: _____