



Fullerton College Free Speech Area Reservation Process (Internal protocol)

- To request usage of the Free Speech Area, an individual must complete the attached Sign-In Sheet and return it to the:
 - Fullerton College Switchboard, Building 100, Monday – Friday, 8 am – 5 pm
 - Teaching Effectiveness Center, Building 800, Monday – Friday, 5 pm – 9 pm
- Two Free Speech areas will be located at the south end of the Quad (see attached map).
- The Free Speech Area may be reserved for the duration of one (1) business day. A separate Sign-In Sheet must be completed for each day you wish to utilize the area and may not be filled out in advance. Reservations are accepted on a first-come, first-served basis. If you do not show-up within fifteen (15) minutes of your assigned time, the College reserves the right to assign it to another group/individual.
- The Vice President of Student Services (or designee) will initial the form, and a copy will be distributed to the VPSS, Campus Safety, and the Requestor. A copy of BP 5550 and AP 5550 will also be distributed to each requestor.
- Free Speech events will not be entered into the Master Calendar. All forms must be kept on file for a minimum of three years.
- In general, Campus Safety is to use its professional judgment when dealing with free speech issues. However, if and when a free speech situation poses a threat to any involved persons, Campus Safety will:
 - Document the situation with a video camera.
 - Employ a barricade.
 - Notify the Fullerton Police Department, if the situation continues to escalate.
 - Campus Safety officers will be rotated on a two-hour basis and will have access to food, water, and Employee Assistance Program resources.
- Petitioners are considered free speech and must stay in the designated free speech areas.
- Individuals in the Free Speech areas may hand-out food or other promotional materials, however, the food must be pre-packaged and not for sale. Food for sale must go through the established campus fundraising process (Master Calendar).
- Individuals in the Free Speech area may accept monetary donations, but donations must not be in exchange for merchandise.
- For more information, contact either:
 - Public Information Office
Building 100, room 113
phone 714.992.7013
 - Office of the Vice President of Student Services
Building 100, room 111
phone 714.992.7073