ST. LOUIS COMMUNITY COLLEGE GUIDELINES FOR EXTERNAL ENTITIES THAT SEEK TO MAKE PRESENTATIONS, OFFER PETITIONS OR OTHER EXPRESSIONIVE ACTIVITIES OTHER THAN DISTRIBUTION OF MATERIALS.

St. Louis Community College ("STLCC") follows the STLCC policy that endorses the principle of freedom of expression for all persons. However, such freedom is not absolute, and the rights of colleges and universities to regulate time, place and manner of such expressions is well-established. In order to honor the right of free expression to the many external non-affiliated entities ("Entity" or "Entities") that wish to exhibit presentations, offer petitions or conduct other expressive activity other than distribution of Materials to our students and visitors while protecting against the intrusion upon or interference with the academic programs and administrative processes of STLCC, the following guidelines have been adopted. These guidelines are intended to clarify the rights and responsibilities of STLCC, members of the STLCC community, and visitors and guests regarding these activities between Entities and the STLCC community, its visitors and guests.

All Entities agree to the following rules and restrictions. Failure to follow any of the rules and restrictions can result in loss of privileges to make presentations, offer petitions or other expressive activities in the future.

Definitions:

"Application" shall mean the Application to Make Presentations, Offer Petitions or Other Expressive Activities Other Than Distribution of Materials Reservation form.

"Applicant" shall mean any person submitting an Application as defined herein and may include an agent or authorized representative; this definition may include an Entity or Presenter.

"Designated Areas" for locations inside the student center, shall mean those areas where distribution of Materials will be permitted in the student centers. For locations outdoors, STLCC will designate certain areas on each campus as first amendment or public speech areas where Presentations, offers of Petitions or other expressive activities that involve the gathering of individuals into one location may occur. These areas will not necessarily be the same areas where distribution of Materials is allowed under the Distribution of Materials Guidelines.

"Entity" shall mean any individual or organization not affiliated with STLCC or a registered student organization with STLCC that is not seeking to perform an activity for a commercial purpose, i.e. selling products and/or services. An external entity that is invited to present information by a student organization or other office of STLCC for academic or programmatic activities is considered an entity affiliated with STLCC.

"Petition" or "Petitions" shall mean a document on which information, including a signature, is sought or required, including but not limited to, petitions, voter registration forms, contact information.
“Presentation” shall mean any video presentation presented through electronic means, including but not limited to, DVD players, laptop computers, television monitors, iPads®, and tablets.

“Presenter” shall mean any person who is directing a Presentation, offering a Petition or conducting other expressive activities other than distribution of Materials on behalf of an Entity as defined herein; this definition may include an Entity or Applicant.

“Reservation” shall mean the authorized retention of a calendar date to make a Presentation, offer Petitions or conduct other expressive activity other than distribution of Materials to persons on STLCC property.

Application Process & Priority

Any Entity seeking to present information, offer Petitions or engage in other expressive activity other than distribution of Materials on the STLCC campuses, shall complete an Application to reserve space and time to perform their intended activity. This form shall be available at the Public Information and Marketing office for the campus at which the activity is intended to take place. Upon request, the Public Information and Marketing office will provide a copy of the form by mail, fax, or e-mail, and the Public Information and Marketing office will make a copy of the form available on the College’s website.

If an Entity seeks to conduct its activity at the indoor Designated Area, and the Entity’s activity is designed to address five or more persons directly at any one time (unless there is an eight foot table, in which up to six** persons may addressed directly at any one time), through video presentations, signing of petitions and/or distribution of Materials (this applies only if the distribution of Materials will occur at the same time as the Presentation, offer of Petitions or other expressive activity), or if the Entity intends to use technology and/or other equipment of STLCC (other than tables and chairs) then the Entity shall complete a Contract for Rental of Facilities and will need to rent a classroom or auditorium to conduct their activity. This activity is handled through the Business Office at each campus. If an Entity intends to distribute Materials in addition to displaying a Presentation or offering Petitions for signature, then the Entity will also need to complete an Application for Distribution of Materials as per the campus Guidelines where the Entity intends to distribute the Materials.

The Application shall contain: 1) the Entity’s name and address, phone number, and, when available, email address; 2) the proposed date and time for each Reservation; 3) if the Applicant is making a Presentation, offering a Petition or conducting other expressive activity; 4) how many petitions and/or video presentations will be utilized at any one time; 5) if the Entity is requesting a table and chairs, and if so, the number of chairs (not more than four** for a six foot table, or more than six** for an eight foot table); 6) a statement indicating that the Applicant and/or the Entity shall indemnify and hold harmless STLCC for any and all liability, damages, loss, claims, actions, causes of action, costs or expenses, including attorney’s fees occasioned by or arising out of the undersigned’s use of STLCC’s premises for its Presentation, notwithstanding any possible negligence on the part of STLCC (this shall only apply if intending to use the indoor Designated Area)(the indemnification shall only apply if after a settlement or after a verdict finding the College liable. If the College is found not liable or if anytime during the litigation process the matter is dismissed other than for purposes of settlement,
indemnification for the College’s attorney’s fees is not required), and 7) the signature of the Applicant. Additionally, for the indoor Distribution Area only, the Applicant shall be required to provide a certificate of insurance naming St. Louis Community College as an additional insured with a minimum liability of $1,000,000. If the Entity does not have such insurance, STLCC does have a Tenant Users Liability Insurance Policy (“TULIP”) through which the Entity can purchase insurance coverage for the activity.

The fully executed Application shall be submitted to the Public Information and Marketing office, either in paper form or via electronic transmission, by noon on the third business day prior to the Reservation date being requested (e.g., the deadline for a Monday Reservation is noon on the prior Wednesday). Reservations shall be approved on a first come, first served basis. There will only be one Entity allowed to perform such activity at the Wildwood campus and the educational centers. The other campuses may allow for more than one Entity to perform such activity as space permits in the Designated Area. There will only be one table allowed for each Entity on any one day, and no more than four** (six** for an eight foot table) chairs at a table at which to provide the Presentation or accept signatures on a Petition. FOR PRESENTATIONS, THE VIDEO SCREENS AND THE CHAIRS FOR PERSONS OBSERVING THE VIDEO SHALL BE ONLY ON ONE SIDE OF THE TABLE. The video screens and chairs shall be set up as directed by STLCC. There will only be two persons allowed to distribute Materials pursuant to the Guidelines for Distribution of Materials in addition to any Presentations or Petitions at the indoor Designated Area. For Presentations, each person who may be distributing Materials may also request a chair at or near the table. These chairs do not need to be on the same side of the table as the persons viewing the video.

All Applications for a Reservation under these guidelines shall be approved unless one of the following conditions exists:

1. The Entity or Applicant is under disciplinary penalty prohibiting activities to present or receive information in violation of these guidelines or is under disciplinary penalty for violating the guidelines related to distribution of Materials. If any Presenter identified on the application is under disciplinary penalty prohibiting distribution of Materials based on a prior violation of these guidelines, the Applicant will be notified and such Presenter will be stricken from the Application and the Application will be approved without that Presenter so long as at least one other Presenter is listed on the Application;
2. The Entity does not provide a proper certificate of insurance per the requirements above;
3. The Applicant refuses to sign the Application, or
4. The proposed date is unavailable.

Time:

A Reservation shall allow presenting or receiving information from 7:30 a.m. until 7:00pm, Monday through Friday. Applicants are not required to utilize the entire allowable time period for a Reservation, but the use of any part of the allowable time period is considered a full use of Reservation.

No Reservations shall be granted during any official final examination periods.
Place:

The Designated Area for the Florissant Valley, Forest Park and Meramec campuses shall be located in the Student Center near the indoor Designated Area indicated in the Guidelines for Distribution of Materials for each campus. The Designated Area for Wildwood shall be near the library in the same general area as the indoor Designated Area in the Guidelines for Distribution of Materials for the Wildwood campus. The Designated area for the South County Education and University Center shall be in the main entrance lobby area near the indoor Designated Area in Guidelines for Distribution of Materials for the Meramec/South County Education and University Center. The Designated Area for the William E Harrison Educational Center shall be near the lobby/main entrance area along the west wall near the elevator.

Manner:

Content of Presentations and Petitions. No Presentation, Petition or other form of expressive activity shall:

1. Contain any writing or visual image that is obscene as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court;

2. Contain any statement that defames any other person; or

3. Contain any statements directed to inciting or producing imminent violations of law under circumstances such that the statements made are likely to actually and imminently incite or produce violations of law; or

4. Contain any statements directed to inciting or producing actual and imminent material disruption of class-work, substantial disorder or invasion of the rights of others.

Behavior of any Presenter.

- The Presentation, Petitions or other expressive activity event when indoors shall occur only at the indoor Designated Area. If the activity is occurring outdoors, it may only occur at the identified first amendment or public speech areas.

- No Presenter, with the intent to harass, annoy or alarm another person:
  - Strike, shove, kick or otherwise subject a person to unwanted physical contact; or
  - Attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact; or
- Make an offensively coarse utterance, gesture, or display or address abusive language to any person present; or

- Follow a person in or about the Campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

- No Presenter may deliberately impede the flow of pedestrians on campus.

- No Presenter may attempt to coerce or intimidate any other person into viewing, reviewing or signing any Presentation or Petition.

- No Presenter may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected a request to view, review or sign any Presentation or Petition.

- No Presenter shall fail to identify oneself to, or comply with the lawful direction of, a clearly identified STLCC official or any other public official acting in the performance of their duties while on STLCC property, or resist or obstruct such STLCC or other public officials in the performance of or the attempt to perform their lawful duties.

- No Presenter shall use any means of amplification. If a Presentation has audio, the Presenter shall provide earphones for anyone viewing the Presentation, and the Presentation shall only be exhibited with the use of earphones.

- Any Presenter who exhibits a Presentation or Petition that is not compliant with the Content of Materials section of these guidelines shall be asked to stop the activity immediately and leave the STLCC property.

** STLCC believes that having more than three chairs along one side of a six foot table and more than four chairs along one side of an eight foot table unreasonably increases the risk of injury to persons. However, because the Applicant will be indemnifying STLCC for any such injuries that may occur as a result of such risk, STLCC will honor a request for up to four chairs at a six foot table and up to six chairs at an eight foot table. **

** IF A SUBSTANTIAL INJURY OCCURS DURING A PRESENTATION OR PETITION AND A CONTRIBUTING FACTOR TO THAT SUBSTANTIAL INJURY IS THE FACT THAT MORE THAN THREE CHAIRS WERE PLACED ON ONE SIDE OF A SIX FOOT TABLE OR MORE THAN FOUR CHAIRS WERE PLACED ON ONE SIDE OF AN EIGHT FOOT TABLE, STLCC RESERVES THE RIGHT TO LIMIT A MAXIMUM OF THREE CHAIRS AT A SIX FOOT TABLE AND FIVE CHAIRS ON ONE SIDE OF AN EIGHT FOOT TABLE THEREAFTER, AND FURTHER REDUCTION TO FOUR CHAIRS ON ONE SIDE OF AN EIGHT FOOT TABLE IF THERE OCCURS A SUBSTANTIAL INJURY EVENT AFTER REDUCTION TO FIVE CHAIRS.** For purposes of this clause, “substantial injury” means injury that requires treatment beyond basic first aid, with basic first aid meaning a Band-Aid®, aspirin, etc.