

**California Polytechnic State University San Luis Obispo  
To CSU Systemwide Time, Place, and Manner Policy**

**University Designee with Oversight and Enforcement Responsibility**

Allison Baird-James, Senior Vice President of Administration & Finance, is the University administrative Employee designated to serve as the Designated University Official for California Polytechnic State University San Luis Obispo, and has delegated the authority to the Assistant Vice President of Public Safety with responsibility for oversight, implementation and enforcement of the Systemwide Time, Place, and Manner Policy, and this Addendum, including oversight of a training program for responsible staff and the broader University community (including Students and Employees).

**Designated University Law Enforcement Liaison**

George Hughes, Assistant Vice President of Public Safety, is the University administrative employee designated to serve as the Designated Law Enforcement Liaison between University law enforcement and students exercising rights guaranteed by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution, or both.

**University Response Team**

The response team for matters related to implementation and enforcement include:

Name	Title and Division	Contact Information	Policy Role
George Hughes	AVP Public Safety	grhughes@calpoly.edu	Public Safety; Designated University Official; Designated Law Enforcement Liaison
Anthony Knight	Executive Director of Public Safety	aknigh02@calpoly.edu	Department of Emergency Management
Mike Morgan	Risk Manager	mmorga35@calpoly.edu	Risk Management
Joy Pederson	Dean of Students	jmpeders@calpoly.edu	Student Affairs
Kathryn Rummell	Acting Vice President for University Personnel, CHRO	krummell@calpoly.edu	University Personnel
Matt Lazier	AVP Communications and Media Relations	mlazier@calpoly.edu	University Communications
Marlene Cramer	Director of Transportation and Parking Services	mcramer@calpoly.edu	Transportation/ Parking
Courtney Kienow	Director of Community Relations and	ckienow@calpoly.edu	Community Relations

	Economic Development		
Delegated EOC Members*			Various response

*\*EOC Response Team member(s) depend on type and severity of event.*

### **California Polytechnic State University Operating Hours**

No one shall enter or otherwise remain on University Property between the hours of 10:00 p.m. and 6:00 a.m., or at such other times as published or posted by University housing and residential programs, and other similarly specialized University programs. This prohibition shall not apply to persons possessing valid written authorization from a University official, persons on legitimate University related business, or persons attending a specific University sponsored event. Those persons with legitimate University business reasons, valid written authorization, or attending a University sponsored event, shall be allowed to remain and access University Property as allowed in their authorization or through the duration of the specific event, after which time they shall leave University Property without any appreciable delay. This prohibition shall not apply to persons transiting on a roadway or path designated as open to the public.

### **Campus Time, Place, and Manner Regulations**

Access to and use of designated University Property must be scheduled and registered in advance at <https://eventscalendar.calpoly.edu/free-speech>. Certain uses of University Property may be subject to fees, require liability insurance, and/or an indemnity agreement which must be provided by those who seek to engage in such uses. All users assume responsibility for all damage they cause to University Property. Failure to pay for damage to University Property may jeopardize future access to and/or use of University Property and can result in discipline for Students and Employees who are responsible for the damage, as well as civil or criminal action.

For purposes of this Addendum the following terms shall apply, as set forth in the CSU's Systemwide Time, Place, and Manner Policy:

#### **A. Public Areas**

A Public Area is University Property that is available for public assembly, marches, demonstrations, protests, and debate. Right of access and equality of access are provided in these areas, so long as activities are lawful and do not disrupt University operations. Content-based restrictions are prohibited, but reasonable time, place, and manner regulations will be applied. Spontaneous activities may take place in Public Areas without pre-scheduling or reservations.

#### **B. Limited Areas**

A Limited Area is University Property available to the public, but due to business operations, safety concerns, or other important University interests, is not open for assembling, marching,

demonstrating, or protesting. Activities in these areas may require scheduling and reservation with the University, and are available on a limited basis, subject to campus regulations that are narrowly tailored to address the University's legitimate business interests.

Access to and use of *certain* designated University Property must be scheduled and registered in advance, as noted in the list of University Property set forth below. Certain use of University Property may be subject to fees, require liability insurance, and/or an indemnity agreement which must be provided by those who seek to engage in such uses. All users assume responsibility for all damage they cause to University Property. Failure to pay for damage to University Property may jeopardize future access to and/or use of University Property and can result in discipline for Students and Employees who are responsible for the damage, as well as civil or criminal action.

### C. Non-Public Areas

Except for areas designated as Public Areas and Limited Areas, all remaining University Property, including the interiors of all buildings and facilities are Non-Public Areas. These areas are not open to the public and the University can restrict access to Non-Public Areas on a Content and Viewpoint Neutral basis.

If there is a University location not listed below, please contact the University administrator responsible for implementing this Addendum.

### List of University Properties

**\*May change over time**

Place	Day and Time Available	Permitted Manner of Use	Type of Place
Paved pedestrian walkways and plazas, lawns, and other open areas on University Property. Conflicts with blocking walkways prohibition.	Regular operation from 6:00 a.m. to 10:00 p.m. Monday through Sunday	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions. Does not impair walkways.  <a href="https://eventscalendar.calpoly.edu/location-availability">https://eventscalendar.calpoly.edu/location-availability</a>	Public

Place	Day and Time Available	Permitted Manner of Use	Type of Place
Paved pedestrian walkways and plazas, lawns, and other open areas on University Property. Conflicts with blocking walkways prohibition.	Regular operation from 6:00 a.m. to 10:00 p.m. Monday through Sunday	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions. Does not impair walkways.  <a href="https://eventscalendar.alpoly.edu/location-availability">https://eventscalendar.alpoly.edu/location-availability</a>	Public
Outdoor and indoor event facilities including conference, athletic, and performance venues.	Regular operation from 7:00 a.m. to 12:00 a.m. Monday through Sunday, excluding holidays	Workshops, conferences, meetings, training, speakers, musical entertainment, and athletic competitions.  Pre-scheduling is required.  <a href="https://eventscalendar.alpoly.edu/location-availability">https://eventscalendar.alpoly.edu/location-availability</a>	Limited
Advanced Technologies Laboratories	Regular operation from 6:00 a.m. to 10:00 p.m. Monday through Friday	For University academic, research, student life, and business/ administrative purposes only.	Limited
Agricultural Sciences			
Alan A. Erhart Agriculture			
Albert B. Smith Alumni and Conference Center			
Alex and Faye Spanos Theater			
Animal Nutrition Center			
Architecture & Environmental Design			
Beef Cattle Evaluation Center			
Beef Unit			
Bioresource and Agricultural Engineering			

Place	Day and Time Available	Permitted Manner of Use	Type of Place
Bonderson Engineering Project Center			
Building 74 Modular Offices			
Business			
Cal Poly Corporation Administration			
Cal Poly Pier			
Center for Coastal Marine Sciences			
Chase Hall			
Cheda Ranch			
Chorro Creek Ranch			
Christopher Cohan Performing Arts Center			
Clyde P. Fisher Science Hall			
Construction Innovations Center			
Corporation Warehouse			
Cotchett Education Building			
Crop Science			
Dairy Science			
Dining Complex			
E. & J. Gallo Winery & Family Building			
Engineering			
Engineering East			
Engineering III			
Engineering IV			

Place	Day and Time Available	Permitted Manner of Use	Type of Place
Engineering South			
Engineering West			
English			
Environmental Health & Safety			
Environmental Horticultural Science			
Facilities			
Faculty Offices East			
Faculty Offices North			
Farm Shop			
Fleet Services			
Food Processing			
Frank E. Pilling Computer Science Building			
Graphic Arts			
Graphic Arts Modular			
H. P. Davidson Music Center			
Heron Hall			
Heron Hall Modular			
Hillcrest			
Housing Depot			
J & G Lau Family Meat Processing Center			
Jespersen Hall			
Kinesiology			

Place	Day and Time Available	Permitted Manner of Use	Type of Place
Leprino Foods Dairy Innovation Institute			
Lohr Family Winery			
Mathematics and Science			
Mount Bishop Warehouse, Rose Float Lab			
Oppenheimer Family Equine Center			
Orfalea Family and ASI Children's Center			
Parker Ranch			
Peterson Ranch			
Plant Conservatory			
Poly Grove			
Poly Grove Modular Offices			
Poultry Science Instructional Center			
Research Development Center			
Science			
Science North			
Serrano Ranch			
Simpson Strong-Tie Materials Demonstration Lab			
Student Services			
Swanton Pacific Ranch			
Swine Unit			
Technology Park			

Place	Day and Time Available	Permitted Manner of Use	Type of Place
University Housing			
University Police			
Administration	Regular operation from 8:00 a.m. to 5:00 p.m. Monday through Friday	Administration	Limited
Robert E. Kennedy Library	Regular operation from 9:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays	Research, reference, and study. Small group meetings, presentations, and lectures scheduled in advance.  Pre-scheduling is required for certain activities.  <a href="https://eventscalendar.calpoly.edu/location-availability">https://eventscalendar.calpoly.edu/location-availability</a>	Limited
Health Center	Regular operation from 8:30 a.m. to 4:30 p.m. Monday through Friday	Student Health Clinic	Limited
Aliso	24 hours a day where there are residents	Residential. Limited to housing staff, residents, and authorized guests	Non-Public, Limited
Buena Vista			
Cerro Bishop			
Cerro Cabrillo			
Cerro Hollister			
Cerro Islay			
Cerro Morro			



Place	Day and Time Available	Permitted Manner of Use	Type of Place
Cerro Romauldo			
Cerro San Luis			
Cerro Vista			
Corralitos			
Diablo Hall			
Dover			
elewexe			
Estrella			
Eucalyptus House			
Foxen			
Fremont Hall			
Gypsum			
Huasna			
Inyo			
Lassen Hall			
Muir Hall			
nipumu?			
Palomar Hall			
Poly Canyon Village			
Santa Lucia Hall			
Sequoia Hall			
Shasta Hall			
Sierra Madre Hall			

Place	Day and Time Available	Permitted Manner of Use	Type of Place
Tenaya Hall			
tiłhini			
Trinity Hall			
tšilkukunitš			
tsitkawayu			
tsitpxatu			
tsitqawi			
Vista Grande			
Whitney Hall			
Yosemite Hall			
Auxiliary Facilities	Access Limited	Auxiliary functions	Limited
Julian A. McPhee University Union	First Floor Academic Year Regular operation from 6:00 a.m. to 12:00 a.m. Monday through Friday 8:00 a.m. to 12:00 a.m. Saturday and Sunday Second Floor Academic Year; Regular operation open 24 hours	Student government, clubs and organizations; student services including dining, recreation, and study.  Pre-scheduled events including workshops, conferences, meetings, training, and speakers.  <a href="https://eventsalendar.alpoly.edu/location-availability">https://eventsalendar.alpoly.edu/location-availability</a>	Limited
Grand Avenue Parking Structure Parking Structure Village Drive Parking Structure Canyon Circle Parking Structure	24 hours, annually	Parking of vehicles in accord with University parking rules and regulations.	Limited

Place	Day and Time Available	Permitted Manner of Use	Type of Place
Stairways, elevators, and building or area ingress or egress locations	Regular operation from 6:00 a.m. to 10:00 p.m. Monday through Sunday	Building and area ingress, egress, and conveyance	Limited
24-hour students labs	24 hours, annually	Laboratory spaces	Non-Public
College Facilities	Access Limited	Academic functions	Non-Public
Offices, conference rooms, and support areas	Regular operation from 7:00 a.m. to 7:00 p.m. Monday through Friday	Official University operations that may include meetings for invited guests	Non-Public
Classrooms and laboratories	Regular operation from 6:00 a.m. to 10:00 p.m. Monday through Sunday	Instruction	Non-Public
Operations and support buildings and areas	Regular operation from 7:00 a.m. to 7:00 p.m. Monday through Friday	Official University operations	Non-Public
University House	N/A	Private Residence for University President	Non-public

### **Scheduling and Registration Procedures**

Scheduling and registration procedures can be found on the 25Live: Space and Event Scheduling webpage <https://eventscalendar.calpoly.edu/location-availability>.

### **Activities and Uses on University Property Requiring Written Permission**

The following activities and uses are prohibited unless prior written permission from the appropriate University official is obtained, or as otherwise provided in each Campus Addendum.

A. Posters, Signs, Banners, and Chalking

Campus Administrative Policy §145.7 at Cal Poly outlines detailed guidelines for chalking, posting, and signage to mitigate environmental impact and ensure campus order. Chalking is allowed only by recognized student organizations, state-sponsored programs, and University-affiliated groups. It is restricted to flat, horizontal surfaces, such as sidewalks and plazas, at least 20 feet away from building entrances. Chalking must use water-washable chalk, and requests must be approved through an official process, including a commitment to clean up within a maximum of five days.

Posters and signs can be placed on general use public bulletin boards inside campus buildings but must not exceed 11"x17" in size. Each group or individual is allowed only one poster per bulletin board, and the posters must not overlap others. Tacks or staples must be used for fastening, with tape prohibited. Staked temporary signs are limited to 8.5"x11" and must be placed in shrub areas, avoiding lawns. Signs, posters, and flyers may not be attached to trees or campus structures without prior approval.

Banners up to 3'x6' require a building permit request submitted at least two weeks in advance and must be approved by the Vice President for Administration and Finance or a designee. Sandwich boards are allowed only in designated areas like Dexter Area and Ag Circle and must not restrict sidewalk or building entrance access. All signs and posters must clearly identify the sponsoring organization and contact information. Temporary signs must be removed no more than two weeks after posting, or once the event is over.

Violations of these policies can result in the removal and disposal of signs without notification, and responsible parties may be charged for cleanup. The policy emphasizes environmentally friendly communication methods and provides contact information for Facilities Management for further assistance and approvals. This approach helps maintain an uncluttered, attractive, and safe campus environment while supporting free expression within set guidelines.

- B. No Unmanned Aircraft System (UAS) (also known as a drone) may be flown from, on or around University Property without the express written approval of the University Chair of Unmanned Aircraft Systems Committee.
- C. Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained from the University Senior Vice President of Administration and Finance.
- D. University Flagpoles are reserved for official University use only. Flags flown on outdoor, permanently installed flagpoles located on University Property serve as a means of expression of the University's official sentiments as determined by the University President or the Chancellor, as applicable. They are not a forum for free expression or expressive conduct by members of the University community or the public.
- E. To address public safety issues, groups contemplating holding public assemblies, marches or demonstrations, are strongly encouraged to notify the Cal Poly Police Department at least 24

hours in advance of the event. Where facilities or equipment are required, or commercial activity is involved, University Scheduling protocols must be followed. The University President has delegated oversight of campus demonstrations to the Vice President for Student Affairs and University Chief of Police.

- F. Outdoor events and activities that involve amplified music or speech are permitted 7:00 a.m. to 10:00 p.m. University scheduling protocols must be followed. Amplified sound at these times is allowed without approval, however, the use of amplified sound outside these hours requires prior written approval through the Senior Vice President of Administration and Finance.
- G. Commercial filming and still photography on campus requires written approval from University Marketing and Communications and the Assistant Vice President of Strategic Business Services.

### **Educational Programs and Activities to Support the Balance Between Free Speech Activities, Educational Mission, and Student Safety**

The webpage "Free Speech" <https://deanofstudents.calpoly.edu/free-speech> from Cal Poly Dean of Students Office provides information and resources related to the University's policies and support for free speech. It outlines the rights and responsibilities of students, faculty, and staff regarding freedom of expression, the importance of maintaining a respectful and inclusive environment, and guidelines for organizing events or demonstrations. The page includes information on relevant policies, procedures for registering events, and resources for understanding free speech rights and limitations within the university context.

The Cal Poly Dean of Students' webpage on free speech addresses various aspects of free speech, including:

- The University's commitment to encouraging and supporting the free expression of ideas, values, and opinions.
- Guidelines and tips for students planning demonstrations or events.
- Safety suggestions for engaging in protest activities.
- Standards for student conduct related to free speech.
- The principles of academic freedom and time, place, and manner restrictions for free expression on campus.

### **Resources for Mental Health and Trauma Support for Employees and Students**

Resources for employees can be found on the website for the University's Employee Assistance Program (EAP) <https://afd.calpoly.edu/hr/employee-resources/work-life>.

Resources for students can be found on the website for Campus Health and Wellbeing's counseling and psychological services <https://chw.calpoly.edu/counseling/counseling-staff>.

## Recognized Student Organizations

Campus Administrative Policy (CAP) §620 policy at <https://policy.calpoly.edu/cap/600/cap-620> outlines the recognition, administration, and responsibilities of Recognized Student Organizations (RSOs). These organizations are required to adhere strictly to the University's non-discrimination policy, ensuring that no individual is excluded based on race, color, ethnicity, national origin, religion, gender, sexual orientation, gender identity, age, disability, or veteran status. Furthermore, RSOs must align their activities with the University's overarching mission. Each RSO must maintain at least five members who are current Cal Poly students and have at least one advisor to provide guidance and support, ensuring the organization's operations are consistent with University values and standards.

The policy grants official recognition to RSOs that successfully petition for it, enabling them to access University facilities, organize events, and collect dues. Recognized organizations are expected to maintain a positive public image, comply with all relevant University policies, and responsibly manage their funds. Additionally, RSOs are prohibited from engaging in commercial activities or endorsing products, keeping the focus on student development and community building. This framework of recognition is designed to ensure that student organizations contribute positively to the campus environment, fostering a sense of community and promoting student leadership.

However, failure to adhere to CAP §620 and other related policies, can result in significant consequences for RSOs. Violations of University rules, whether they pertain to discrimination, financial mismanagement, or other policy breaches, can lead to sanctions against the organization. These sanctions may range from warnings and required corrective actions to suspension or complete revocation of the organization's recognition status. Loss of recognition means the RSO would no longer have access to University facilities, funding opportunities, or the ability to represent the University in any capacity. Such consequences underscore the importance of maintaining compliance with University policies to ensure the ongoing operation and success of the organization.

Enrollment and maintenance of RSOs are managed through the Cal Poly Now platform, a centralized hub for student organizations. This platform streamlines the process of registration, event planning, and communication between club members and the university administration. To remain in good standing, RSOs must regularly update their information, submit required documentation, and ensure continuous compliance with University policies. Non-compliance or failure to maintain active status on Cal Poly Now can result in an organization being placed on probation, or losing its recognized status altogether. This centralized platform also facilitates easier access to resources, making it simpler for students to engage with the University's extensive network of clubs and organizations, and for the administration to monitor adherence to policies and address any issues promptly.