

I. General Procedure

Discussion and expression of all views are permitted within Carl Sandburg College, subject only to requirements for the maintenance of order. Support of any cause by orderly means, which is not in violation of law and which does not disrupt the operation of Carl Sandburg College, nor interfere with the rights of others is permitted. Carl Sandburg College retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

Carl Sandburg College policy provides for freedom of expression and lawful assembly at Carl Sandburg College. As with such, venues are provided at our sites for the lawful expression of opinions, demonstrations and protests. Carl Sandburg College retains the right to regulate the time, place, and manner of demonstrations to assure the safety of individuals, the protection of property, and the continuity of the educational process.

II. Scheduling Process

These Procedures do not apply to activities sponsored by the College, including College educational and social activities, college and career fairs, invited speakers, College sponsored academic or social programming, and activities sponsored by student organizations and clubs recognized by the College.

These Procedures also do not apply to the rights and responsibilities of members of the College faculty. The expressive activities of members of the faculty are addressed in other policies, procedures or guidelines adopted by the College.

These Procedures do not apply to areas the College makes available for rent to individuals or organizations seeking to rent space from the College for meetings, conferences, or other types of business or social events. The use of those facilities is governed by the College's rental agreements and the terms of its facilities rental program.

These Procedures do not allow individuals to use College facilities to engage in commercial activities including the advertising or sale of goods or services. The purpose of the Policy and these Procedures is to facilitate the right to engage in expressive activity for informational, non-commercial purposes.

Students and employees of the College, along with members of the community, who wish to schedule a demonstration rally or similar activity, may request to use one of the locations specified below through the regular reservation procedure. Any such request should be submitted to the Director of Public Safety, with a completed [informational form](#) at least one week in advance of the activity. The Director of Public Safety will respond promptly to any reservation

request. In the event a request is denied, an appeal may be made to the Vice President for Student Services, who shall respond promptly to any such appeal.

The College will allow individuals to reserve defined areas of the campus for expressive activity. These areas have been designated as Free Speech Areas that can be reserved in advance for priority use during the reserved period. Demonstrations will be permitted at the following locations, unless a college department or another organization has previously reserved the location:

- Main Campus - Grass area between parking lot B and C located just west of Tom L. Wilson Blvd.
- Branch Campus - Deck area on southeast corner of building

Demonstrations or similar activities by five (5) or fewer students, faculty or staff may occur in the above mentioned approved areas without advanced reservations or notification. Such demonstrations are subject to regulations which apply to larger demonstrations. Accordingly, the College encourages persons planning a demonstration or similar activity to contact the Director of Public Safety to discuss their plans and the applicable regulations of this Procedure.

Organizers and participants must observe regulations pertaining to the use of campus facilities as well as this Procedure.

III. Conduct during Demonstrations or Similar Activities

Prohibited conduct, as stated in the Procedure on Disciplinary Due Process, which relates specifically to demonstrations and protests, along with conducting one's self in a reasonable manner at any College-sponsored activity or other event on College property includes:

- Intentionally disrupts the orderly processes of the College or interferes with the lawful rights of others;
- Conducts him/herself in a manner which significantly interferes with College teaching, research administration, disciplinary procedures or other College activities and public service functions;
- Damages, steals, defaces or destroys College property or property of a member of the College community or campus visitor;
- Assaults, threatens, abuses or endangers in any manner the health or safety of a person at the College or a College-sponsored event;
- Violates College policies or regulations, such as guidelines for student events, use of the College network computer system and activities; use of College facilities, or the time, place and manner of public expression;

- Engages in lewd vulgar, obscene conduct/speech that substantially disrupts or interferes with College operations or student education, or threatens or endangers the health or safety of another individual or group on College property or where College sponsored activities are taking place;
- Fails to comply with directions of College officials, faculty members, staff or law enforcement officers acting in performance of their duties and/or fails to identify oneself to these persons when requested to do so.

IV. Procedure for Handling Disruptive Demonstrations of Similar Activities

In situations where there is an individual or group demonstration, Carl Sandburg College Public Safety, on consultation with the Vice President for Student Services, will determine the point at which a demonstration or similar activity becomes disruptive based on the criteria in section III.

If the situation permits, Carl Sandburg College Public Safety, Vice President of Student Services, or a designee will inform demonstrators that they must discontinue their disruptive activities, explaining which activities are in violation of this Procedure, and will advise them how to continue their demonstration in a manner which is not disruptive. If the disruption continues, appropriate action will be taken, which may include police action. An immediate physical threat to persons and/or property may require immediate police action as well as situations in which the Vice President of Student Services or designee determines that a warning will not provide adequate protection for persons or property.

V. Consequences of Violating this Procedure

Once individuals are advised by a College official that they are violating Carl Sandburg College Policy, state law, or both, the individuals may disperse, or move to another location identified by Carl Sandburg College. If they choose to remain, they are subject to arrest and/or College discipline. Illinois law prohibits interference with the operation of public institutions of higher education. Violations of this law can lead to arrest, incarceration and fines. Criminal damage to state property is a felony and criminal trespass on state property is a misdemeanor. Students who violate College or campus policy, including this Procedure or the law may be subject to disciplinary action and/or criminal action. Students should refer to the Procedure on Disciplinary Due Process for specific information regarding campus rules and regulations. Disciplinary action can range from a reprimand to expulsion from the College. Faculty and staff who violate College policy, including this procedure or the law may be subject to disciplinary and/or criminal action. Faculty and staff should refer to Human Resources for specific information.