California State University, Los Angeles

Addendum To CSU Systemwide Time, Place, and Manner Policy

University Designee with Oversight and Enforcement Responsibility

Dr. Patrick Day, Vice President for Student Affairs and Enrollment Management is the University administrative Employee designated to serve as the Designated University Official for California State University, Los Angeles, 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 Employees and the broader university community (including Students and Employees).

Designated University Law Enforcement Liaison

Lt. Valerie Caldera 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 of this Policy and Addendum include:

Name	Title and Division	Contact Information	Policy Role
Day, Patrick K.	Vice President for Student Affairs and Enrollment Management	Patrick.Day@calstatela.edu (323) 343-3100	Designated University Official
Ayran Boquiren, Frangelo	Associate Dean of Students	fayran@calstatela.edu (323) 343-3103	Student conduct, student rights and responsibilities, education, and supportive measures
Ellis, Andre	Associate Vice President for Diversity, Equity and Inclusion	aellis3@calstatela.edu (323) 343-3846	Student conduct, student rights and responsibilities, education, and supportive measures

Name	Title and Division	Contact Information	Policy Role
Acevedo, Emily	Associate Provost and Director of Academic and Facilities Planning	eaceved3@calstatela.edu (323) 343-5154	Campus facilities and space management
Heise, Elizabeth	Associate Vice Provost for Faculty Affairs	eheise@calstatela.edu (323) 343-3810	Personnel policy, supportive measures
Queen, Barbara	Associate Vice President for Facilities Planning and Construction	bqueen@calstatela.edu (323) 343-5784	Campus facilities and space management
Lindow, Claudio	Vice President of Administration & Finance/Chief Financial Officer	clindow@calstatela.edu (323) 343-3500	Personnel policy, employee supportive measures
Niravanh, Nidavone	Assistant Vice President, Risk Management and Environmental and Health & Safety	nnirava@calstatela.edu (323) 343-3527	Campus Safety, Policy, Training and Education
Williams, Kirby D.	General Manager of Facilities	kwilliams1@cslanet.calstatela.edu (323) 343-3440	Campus facilities and space management
Bell, Megan	Executive Director of U-SU	mbell27@calstatela.edu (323) 343-2450	Campus space scheduling and use
Peake, Barnaby	Executive Director of Associated Students, Inc. (ASI)	bpeake@calstatela.edu (323) 343-4780	Campus notice, education
Hollins, Erik	Executive Director of Strategic Communications	Erik.Hollins@calstatela.edu (323) 343-3049	Campus notice, education
Roldan, Luis	Director of Housing and Residence Life	askhousing@calstatela.edu (323) 343-4800	Student conduct, student rights and responsibilities, education, and supportive measures

Name	Title and Division	Contact Information	Policy Role
Jackson, Christopher	Director of the Cultural Centers	cjacks38@calstatela.edu (323) 343-5001	Student well-being, education, and supportive measures
Reyes-Osorio, Osmara	Director of Counseling and Psychological Services (CAPS)	oreyeso@calstatela.edu (323) 343-3314	Student wellbeing, and counseling, supportive measures
Bohannon, Larry	Chief of Police	lbohannon@calstatela.edu (323) 343-3700	Campus Safety, Policy, Training and Education
Caldera, Valerie	University Police Officer	vcaldera@cslanet.calstatela.edu (323) 343-3700	Campus Safety, Policy, Training and Education
Caldera, Valerie	University Police Officer	vcaldera@cslanet.calstatela.edu (323) 343-3700	Law Enforcement Liaison

California State University, Los Angeles Operating Hours, Main and Downtown Campuses

No one shall enter or otherwise remain on University Property between the hours of 10:00 pm to 7:00 am, 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.

I. Definitions and Locations of Public, Limited, and Non-Public Forums

For purposes of this Addendum, the following terms shall apply, as outlined 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 reservations 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 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.

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

	Place	**Day/Time Available**	**Permitted Manner of Use**	**Type of Place**
1	The stage that is northeast of the University-Student Union, plus the area extending outwards 5 feet from every side of the stage; and the walkway area from the statute of the Golden Eagle east of the Golden Eagle building to the southernmost end of the Street of the Arts. (see Appendix 1.).	Sunday – Saturday 7 a.m. – 10 p.m.	Assembly or debate	Public
2	All outdoor areas on campus (i.e., areas not inside a building) with the exception of: public forum areas, non-public forum areas, athletic fields (including but not limited to the tennis courts and the swimming pool and deck); streets; street crosswalks; driveways; parking lots; the	Sunday – Saturday 7 a.m. – 10 p.m.	Public discourse/ public forums	Limited

	corporation yard; the area directly between Kennedy Library North and the Palmer Wing South; bridges between buildings; building balconies; building walls; building rooftops; Luckman amphitheater; areas directly adjacent to electrical transformers, generators and panels; and designated construction areas.			
3	The University's grounds, facilities, and property. This includes the interiors of all buildings: • Advanced Materials and Manufacturing Laboratory • Anna Bing Arnold Children's Center • Biological Sciences • Career Center / Center for Engagement, Service, and the Public Good • Corporation Yard • Engineering & Technology • Fine Arts • Golden Eagle • Golden Eagle Apartments • Hertzberg-Davis Forensic Science Center • Housing Phase I • Housing Phase II • Hydrogen Station • Intimate Theatre • James M. Rosser Hall • King Hall • La Kretz Hall • Luckman Fine Arts Gallery • Luckman Theatre • Music Hall • Music (Arena Theatre) • Old Student Affairs & Administration • Physical Education (Gymnasium) • Public Safety / Parking Services • Ronald H. Silverman Fine Arts Gallery • Rongxiang Xu Bioscience Innovation Center • Salazar Hall	Monday – Friday 8 a.m. – 6 p.m.	Non-public forums	Non-public

	• Simpson Annex • Simpson Tower • South Village (Residence Hall) • Stadium (Jesse Owens Track) • Student Health Center • Student Services Building • Theatre (State Playhouse) • TV, Film & Media Center • University Library • University-Student Union • Welcome Center			

II. Guidelines for Events and Demonstrations

A. General Guidelines

1. Events and demonstrations may not be held in non-public forum areas.
2. Classes or scheduled activities shall not be significantly or materially disrupted.
3. Persons may not block or otherwise interfere with the reasonable free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
4. Persons may not block or otherwise interfere with reasonable ingress and egress into and out of campus buildings or interfere with any use of property belonging to the University, or to other persons, which is legal and authorized by the owner of the property.
5. Persons shall not significantly or materially disrupt any event or activity sponsored by the University or by any users authorized to use University facilities.
6. The safety and well-being of the campus community must be protected at all times. Persons shall not engage in physically abusive conduct toward any person or property nor present a credible threat of physical harm, or an objectively demonstrable risk of suffering physical harm. University property will be protected in accordance with all applicable University rules and procedures.
7. Persons shall comply with the directions of University officials lawfully acting in the performance of their duties. University officials shall not invoke this provision to stifle expression because of its content.
8. Amplified sound including public address systems shall comply with sound level limits specified in applicable University procedures.
9. When an event is being held in a University building or a facility, persons may demonstrate and/or leaflet in accordance with the procedures set forth in this policy. Signs, placards or similar paraphernalia associated with a demonstration may not be carried into the building or facility. Members of the campus community and outside guests shall have the right to peacefully protest any speaker, meeting, or event, so long as the event being protested is not significantly or materially disrupted.
10. Reasonable access to the public forum and limited public forum portions of

campus for noncommercial speech and expressive activities is available to all, including those who are not a member of a recognized campus organization, or are not members of the University community. In allocating space and facilities that may be reserved members of the University community have priority for use of space and facilities over the general public.

11. Organizations sponsoring or organizing events, demonstrations, leafleting or equivalent activities will be held responsible for compliance with this policy. Each individual participating in an event, demonstration or equivalent activity is accountable for compliance with the provisions of this policy and all other applicable University policies. A substantiated complaint of a serious violation of this policy or any other University policy by a member of the University community may be grounds for proportionate disciplinary action against individuals, the sponsoring or participating organizations, and/or organization officers. Such disciplinary action shall be handled through the normal disciplinary procedures of the University. Disciplinary actions shall not be used to inhibit expression because of its content.
12. The University's Department of Public Safety will determine the type of security necessary based on the public safety needs of the event being held. Each event will be considered on a case-by-case basis to determine appropriate staffing. The University will assess security needs, and assess fees for security provided by the University, based only on factors that are not related to viewpoint, such as the size of the crowd expected at an event, the location of the event, the time of day when the event is held, and the availability of parking in proximity to the event.
13. Signs, posters, placards and banners on University property may not be of a size, shape, or type that will interfere with University functions, operations or events, cause damage to University property, or pose a danger to the safety of persons or property. Signs exceeding 24" by 36" dimensions may be made only of foam core, cardboard or paper. No sign of any size or shape shall be made of metal. No person, while participating in any demonstration, rally, picket line, public assembly, or protest, shall carry or possess a signpost, pole, pipe or stake fabricated of metal or composite material, regardless of width or diameter. Sign posts made of wood or foam are permissible providing their dimensions do not exceed one-fourth inch in thickness and two inches in width, or if not generally rectangular in shape, such object shall not exceed one half inch at its largest diameter.

    Additional prohibited items include:

    - Any bag exceeding the size of 18" by 14" by 7"
    - Any weapons and/or ammunition
    - Mace, pepper spray, or similar chemical spray
    - Helmets
    - Face masks or personal disguises for the purpose of evading or escaping discovery, recognition, or identification in the commission of any public offense, or the purpose of concealment, flight or escape when charged with, arrested for, or convicted of any public offense
    - Gas masks

- Shields and body armor
- Glass, thermal and metal containers
- Flammable liquids and gases
- Torches and other open flames
- Aerosol and other pressurized canisters and sprays
- Balloons filled with any substance other than air and any non-flammable and non- hazardous gas
- Liquids, other than water in factory sealed clear plastic bottles
- Paint in whatever form
- Drones and other unmanned aircraft systems
- Laser pointers
- Selfie sticks
- Toy and replica guns
- Bicycles, skateboards, roller skates and scooters
- Wagons and carts capable to be pushed or pulled

14. Camping or lodging on university property other than in authorized facilities (e.g. student housing) are not permitted at any time. Lodging/camping is defined as the use of campus property for living accommodation purposes such as sleeping or making preparations to sleep, regardless of the intent of the participants or the nature of any other activities in which they are also engaged.

B. Scheduling and Registration Procedures

Scheduled events and demonstrations may be held in the public forum and limited public forum areas of the University. University members and organizations have priority over the general public in scheduling events and demonstrations.

1. Students and student organizations that wish to schedule an event or demonstration must request the space and time by making a reservation with the University-Student Union, Reservations Office. Any such requests must be made no less than two business days in advance of the activity. Reservations requests will be responded to within one business day. This decision will not be based on the content of the speech or viewpoints of the participants. In the event that a demonstration request is denied, students and student organizations may appeal to the Vice President for Student Affairs, who shall respond within one business day after the appeal is filed.

2. Non-student University organizations and individuals (including but not limited to current employees of the University) and organizations and individuals not affiliated with the University who wish to schedule an event or demonstration may request the space and time by making a reservation with the Office of Vice President for Administration and Chief Financial Officer. Any such requests must be made no less than two business days in advance of the activity. Reservations requests will be responded to within one business day. This decision will not be

based on the content of the speech or viewpoints of the participants. In the event that a demonstration request is denied, individuals and organizations may appeal to the President, who shall respond within one business day after the appeal is filed.

3. No events will be scheduled during commencement ceremonies or other similar campus- wide special events, including but not limited to on campus housing move- in days, orientation week, and homecoming week.

C. Special Guidelines for Unscheduled Events and Demonstrations

It is the intent of this policy to ensure that all events and demonstrations on campus occur with minimal threat to the safety and security of persons or facilities through proper planning and scheduling.

1. Unscheduled events or demonstrations may be held in the public forum areas, without reservations, as long as they do not violate University policies or procedures or federal, state, or other applicable law.

2. It is inappropriate for events and demonstrations that have been planned to circumvent the policies by claiming to be spontaneous. In deciding whether an event or demonstration is spontaneous or planned, the University may consider any relevant evidence, including (a) whether signs or placards used at the demonstration were commercially produced, (b) whether participants used amplified equipment, (c) whether security was altered, or media contacted, substantially in advance of the demonstration, or (d) whether other circumstances demonstrate advance planning by one or more individuals and/or organizations.

3. In the event of multiple groups or individuals attempting to use the public forum areas at the same time and place, priority shall be given in the following order: (1) to previously scheduled events and demonstrations (including but not limited to University-arranged entertainment taking place on the stage northeast of the University-Student Union); (2) to events and demonstrations conducted by recognized University organizations, students, student organizations, and current employees; and (3) on a first-come, first-serve basis.

D. Special Guidelines for Leafleting

Anyone may distribute, without registration or advance approval, non-commercial announcements, statements, or materials in any outdoor area of the campus. Persons distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. Such distribution must not interfere with classes and other University functions, operations, and events, or obstruct the free flow of pedestrian and vehicular traffic and may not be conducted at the top or bottom of elevators and stairs.

Distribution is defined as individuals handing materials to other individuals who may accept them or refrain from receiving them. Leaving materials unattended on a surface to be picked up is considered littering, not distribution. For purposes of this provision, announcements, statements, or materials pertaining to the sale of goods or services authorized by the University administration pursuant to the Campus Solicitation policy are considered non-commercial.

Printed material shall not be placed on or in vehicles parked on university property.

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.

A. Posters, Signs, Banners, and Chalking
   - Contact the Center for Student Involvement
     (323) 343-5110
     Location: University Student Union, Room 204, 2nd Floor
     Learn More: Campus Posting Policy

B. Flying of Unmanned Aircraft System (UAS) (also known as a drone) from, on or around University Property without the express written approval of the University
   - Contact the Department of Public Safety
     Public Safety Building (located at north end of Lot 1 off Paseo Rancho Castilla)
     (323) 343-3700

C. Use of University Property for commercial purposes unless prior written permission has been obtained from the University:
   - Contact the Facilities Use Coordinator
     (323) 343-6933
     facilitiesuse@calstatela.edu

D. Use of University Flagpoles. 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. Additional activities and uses:
   - Contact the Facilities Use Coordinator
     (323) 343-6933
     facilitiesuse@calstatela.edu

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

Cross Cultural Centers

- The Cross Cultural Centers (CCC) provide an inclusive and friendly space that allows students to be themselves and can help students understand national and global events. The Centers are open to individuals from all ethnic and gender backgrounds. Visit the CCC and participate in activities to process, dialogue, and create more understanding. Learn more on the CCC website.
    - Call 323-343-5001
    - Location: University Student Union, Room 206, 2nd Floor

Diversity, Equity, and Inclusion

- The Office of Diversity, Equity, and Inclusion website is a gateway for resources and practices that promote diversity, equity, and inclusion. Please visit the DEI website for more resources.
    - Call 323-343-3854
    - Email DivEquInc@calstatela.edu
    - Location: Student Services Building 8356

Staff Working Group for Belonging, Community, and Diversity

The Staff Working Group for Belonging, Community, and Diversity develops and facilitates programming, events, and resources to foster a collaborative and inclusive working environment for staff and administration at Cal State LA. Visit the webpage of the Staff Working Group for more information.

- Email:StaffBelonging@calstatela.edu

Faculty and Staff Affinity Groups

Resources for Mental Health and Trauma Support for Employees and Students

1. Students interested in receiving mental health services can schedule an appointment through the following options:

   Counseling and Psychological Services
   - Call CAPS at 323-343-3300 for 24/7 support.
   - In-person: Stop by the 2nd floor of the Student Health Center
   - Learn more on the CAPS website.

   Call the National Suicide Prevention Helpline at 988 for 24/7 support.
   Contact the Crisis Text Line by texting HOME to 741741.

2. The Office of the Dean of Students can assist students experiencing distress, anguish, or disruption in response to world events.

- Email: deanofstudents@calstatela.edu
- Call: 323-343-3103
- Visit: Student Services Building, 4th Floor, Room 4380
- Learn more on the Dean of Students website.

3. Employees may find counseling assistance through the Employee Assistance Program, LifeMatters, by calling 1-800-367-7474 or visiting the LifeMatters website.

4. Life-Threatening Emergencies
    - Call 911.
5. For on-campus emergencies, contact University Public Safety by:
    - Calling 911 from a campus phone.
    - Using the closest emergency phone ("blue light," non-dial, outdoor emergency phone).
    - Calling 323-343-3700 (on-campus extension 3-3700)

Recognized Student Organizations

Recognized student organizations should review and comply with the rules and regulations governing student organizations found on the University Rules Governing Student Organizations webpage. For more information, organizations should refer to the Executive Orders, University Administrative Procedures, and other policies referenced found in Section 6 of the Student Organization Handbook.

APPENDICES:

1. Map of Public Forum Areas