

**Cal State Monterey Bay Addendum
To CSU Systemwide Time, Place, and Manner Policy**

Updated August 16, 2024

University Designee with Oversight and Enforcement Responsibility

Ben Corpus, Vice President for Enrollment Management and Student Affairs, is the University administrative employee serving as the Designated University Official for Cal State Monterey Bay 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

Reuban Rodriguez, AVP and Dean of Students 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
Ben Corpus	VP for Enrollment Management and Student Affairs	bcorpus@csumb.edu	Designated University Official
Andrew Lawson	Provost and VP for Academic Affairs	alawson@csumb.edu	
Alan Fisher	VP for Administration and Finance	alfisher@csumb.edu	
Reuban Rodriguez	AVP and Dean of Students	reurodriguez@csumb.edu	Designated Law Enforcement Liaison
Hayley	Chief of Staff to the	hazevedo@csumb.edu	

Azevedo	President		
John Short	Interim Chief of Police	jshort@csumb.edu	
Melissa Anderson	President's Communication Officer	melissaanderson@csumb.edu	

Cal State Monterey Bay Operating Hours

No one shall enter or otherwise remain on University Property between the hours of 2:00 a.m. and 5:00 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 authorizations, 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 designed 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, 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.

For purposes of this Addendum the following terms shall apply, as set forth in the CSU's System Wide Time, 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 during campus operating hours 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 and Time Available	Permitted Manner of Use	Type of Place
1.	Main Quad, area outside the Tanimura and Antle Family Memorial Library, plazas outside the Otter Student Union	8 a.m. to 10 p.m. Reservations may be made here	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions.	Public
2.	Paved pedestrian walkways and lawns on university property, bulletin boards	8 a.m. to 10 p.m.	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions. See specifics below regarding bulletin boards.	Public
3.	Otter Student Union Ballroom	8 a.m. to 10 p.m. Reservations may be made here	Scheduled invited speakers and participants, workshops, conferences, meetings and trainings	Limited
4.	World Theater	8 a.m. to 10 p.m. Reservations may be made here	Scheduled invited speakers and participants, workshops, conferences, meetings and	Limited

			trainings	
5.	College of Arts. Humanities and Social Sciences Room 1401	8 a.m. to 10 p.m. Reservations may be made here	Scheduled invited speakers and participants, workshops, conferences, meetings and trainings	Limited
6.	University Center Auditorium	8 a.m. to 10 p.m. Reservations may be made here	Scheduled invited speakers and participants, workshops, conferences, meetings and trainings	Limited
7.	CSUMB Stadium/Cardinale Stadium	8 a.m. to 10 p.m. Reservations may be made here	Scheduled invited speakers and participants, workshops, conferences, meetings and trainings	Limited
8.	All campus owned/operated buildings			Non-Public Areas

Scheduling and Registration Procedures

All requests for campus space must be booked through University Affairs, Ceremonies and Events (UACE): <https://csumb.edu/specialevents/resources/campus-events/>

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 indicated in this Addendum.

A. Posters, Signs, Banners, and Chalking

Posters, Signs, and Banners

- TIME: All posters, flyers and signs may be posted for a maximum of 30 calendar days.

PLACE:

General Use Bulletin Boards: Posting is permitted on any "General Use Bulletin Board." Such boards are located in the hallways of most campus buildings. General use bulletin boards may be completely cleared once per semester by the Dean of Students or designee. The following criteria apply to all materials posted on general use bulletin boards: Posters/flyers must not exceed 11" x 17" and only one poster per group/individual may be placed on general use bulletin boards. Material may not overlap other posters/flyers and must be fastened with tacks or staples - no tape may be used.

Grounds: No posting on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, regulatory signs, utility poles, construction fences, vehicles, in garden areas, flower beds or newspaper racks. In addition, no posting on campus directories or trash or recycle bins. Signs of a non-instructional nature on any classroom chalkboard or dry-erase board are prohibited and violate this policy.

Student Housing and Residential Life (SHRL): In addition to the above, Student Housing and Residential Life have additional posting/advertising procedures, which are subject to the same non-regulation of content as stated above. Student Housing and Residential Life (SHRL) property includes all residence halls and student housing located in East Campus.

MANNER: Temporary signage shall clearly identify the date of posting. To aid the University in maintaining an uncluttered and attractive campus, the organization(s) or person(s) responsible for the posting of the signage shall identify themselves and provide contact information on the signage. All posters, flyers, and signs must include the name(s) of the organization(s) or person(s) responsible for the posting and their contact information. All posters, flyers, and signs without this information will be removed. The organization(s) or person(s) responsible for placing signage shall be responsible for its removal no more than 30 calendar days after its posting, or,

if it is advertising an event, when the event is over. In order to ensure maintenance of an uncluttered, attractive, and safe campus, the University, through the Dean of Students or designee, otherwise reserves the right to remove signage (non commercial and commercial) if it is not in compliance with University policy, if it has been posted for more than 30 days, or if the event it advertises has taken place, whichever comes first. Signage may also be removed when damaged, displaced or weathered so that it is no longer legible. Organization(s) or person(s) who fail to remove signage in a timely manner may be held responsible for the cost of its removal.



APPROVAL: Any individual, organization or entity may post non-commercial signs or displays inside designated areas, subject to applicable policies (except to the extent that such policies conflict with this policy). Materials that are found to violate University policy or applicable law may be removed without notice. Violations of this policy may result in disciplinary action. In addition, the University may seek reimbursement for any costs incurred in cleaning up or repairing damage to CSUMB property or the removal of any signs or postings that violate this policy.



Chalking

TIME: Daily, 8 a.m. to 10 p.m., except for current CSUMB registered students, student clubs/organizations, staff, and faculty, who may chalk outside this timeframe with the approval of the University Official or designee and in conformity with these procedures and the corresponding policy.



PLACE: Chalking is only permitted on sidewalks. Chalking must be at least 20 feet away from building entrances, and may not be conducted on any sidewalk under an overhang, canopy, or other cover. Chalking on stairs located outside and not connected to a building is permitted only on the top portion of the steps. No chalking is permitted on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, in garden areas, flowerbeds or newspaper racks. In addition, no chalking is permitted on campus directories or trash or recycle bins.



MANNER: The form of chalk must be washable with water. Spray chalk is not allowed.



APPROVAL: Any individual, organization, or entity may chalk in accordance with the terms outlined in this policy, subject to applicable policies (except to the extent that such policies conflict with this policy). All chalking must

include the name(s) of the organization or person(s) responsible for posting and their contact information. Materials that are found to violate University policy or applicable law may be removed without notice. Violations of this policy may result in disciplinary action. In addition, the University may seek reimbursement for any costs incurred in cleaning up or repairing damage to CSUMB property or the removal of any chalking that violates this policy.

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: uassafety@csumb.edu and website: <https://csumb.edu/usas/>

C. Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained from the University through the Vice President for 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 Cal State Monterey Bay's President. 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:

A. Display or Distribution of Published Materials

The display or distribution of books, newspapers, magazines, pamphlets or similar published materials is permitted on campus subject to the time, place, and manner regulations established below, provided that such published materials do not: (1) violate applicable laws; or (2) consist of term papers, theses, or other written materials submitted for academic credit that may be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Code of Student Conduct.

TIME: Daily, 8 a.m. to 10 p.m., exceptions require the approval of the President or designee.

PLACE: (1) News publications other than leaflets, pamphlets and/or flyers, but including news books, magazines, newspapers, journals and periodicals, distributed on University property and made available for members of the university community must be placed in racks typically provided by the publishing company; (2) racks identified for a specific publication may only be used for that publication; (3) the precise placement of the racks shall be determined by Facilities Management. Distribution in campus parking lots or on any vehicles of any written or printed materials from any motor vehicle

parked within the campus is prohibited.



MANNER: The display or distribution of published or printed materials (1) shall not substantially disrupt classes or any other operations of the University, (2) shall not interfere with or obstruct the free flow of pedestrian or vehicular traffic, (3) shall not unduly interfere with campus pedestrian and vehicular circulation, (4) shall be carried out without use of sound amplification equipment, (5) shall be carried out without prolonged or repeated contact with persons who have declined the transaction, (6) shall not occur during commencement, and (7) shall be removed on the last day of every month. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall retrieve and remove such materials, prior to their departure from the areas that day.



APPROVAL: Any individual, organization, or entity may display or distribute printed and/or published materials subject to the place restrictions above and subject to applicable policies and place restrictions above (except to the extent that such policies conflict with this policy). All display or distribution of published or printed material must include the name(s) of the organization or person(s) responsible for display/distribution and their contact information. Materials that are found to violate University policy or applicable law may be removed without notice. Violations of this policy may result in disciplinary action. In addition, the University may seek reimbursement for any costs incurred in cleaning up or repairing damage to CSUMB property or the removal of any signs or postings that violate this policy.

B. Solicitation (Non-Commercial and Commercial)



Non-commercial solicitation such as seeking donations or fundraising sales for non-commercial ventures shall be permitted on campus subject to the time, place, and manner regulations set forth in these procedures and the corresponding policy. Commercial solicitation on a campus is prohibited unless prior written authorization through the Vice President for Administration and Finance.



Persons or organizations wishing to engage in commercial solicitation on campus grounds may be granted permission (maximum of five (5) business days per academic term) if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and manner regulations established below, unless such

solicitation would be in violation of law.



The time, place, and manner regulations process for commercial solicitations do not apply to the fundraising activities of registered student clubs/organizations, staff organizations and faculty. A registered student club/organization's on-campus advisor is responsible for oversight of the club/organization's fundraising activities and ensuring that appropriate approvals are obtained.



TIME: Daily, 8 a.m. to 10 p.m., except for current CSUMB registered students, student clubs/organizations, staff, and faculty, who may conduct non-commercial solicitation in conformity with these procedures and the corresponding policy.



PLACE: A popular location is the Main Quad, but solicitation is allowed in any area generally available to students and the community, subject to the following exceptions: 1) Distribution inside University buildings and facilities is prohibited; and 2) Distribution in campus parking lots or placement of any written or printed materials on or in any motor vehicle parked on the campus is prohibited. Personal solicitation inside campus buildings is prohibited.



MANNER: Non-commercial and commercial solicitation must be conducted in a manner that (1) shall not substantially disrupt with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not unduly interfere with campus pedestrian and vehicular circulation, (3) shall be carried out without sound amplification equipment, (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation, (5) shall not violate applicable laws pertaining to obscene matters, and (6) shall not occur during commencement time periods. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall retrieve and remove such materials, prior to their departure from the areas that day. Marketers of credit cards are prohibited from offering gifts to students for completing credit card applications.



APPROVAL: Any individual, organization, or entity may conduct non-commercial solicitation in agreement with the terms outlined in this policy. Commercial solicitation needs the prior approval of the [Vice President for](#)

[Administration and Finance](#). Anyone found to violate the policy will be instructed to stop.



C. Transactions (Non-Commercial and Commercial)

Commercial transactions, including, but not limited to the selling of books, newspapers, magazines, pamphlets, or similar published materials, and the display of property or services for sale on campus are prohibited unless prior written authorization has been obtained from the Vice President for Administration and Finance. Persons or organizations wishing to engage in commercial transactions or display goods or services for sale on campus grounds may be granted permission (maximum of five (5) business days per academic term) to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and manner regulations established below, unless such transactions are in violation of law. Private sales and sales sponsored by the CSUMB Bookstore and/or the Corporation at CSU Monterey Bay are excluded from this section, as are the fundraising activities of registered student clubs/organizations, staff organizations, and faculty.



TIME: Daily, 8 a.m. to 10 p.m., except for current CSUMB registered students, student clubs/organizations, staff, and faculty, who may conduct transactions in conformity with these procedures and the corresponding policy.



PLACE: A popular location is the Main Quad. Distribution inside university buildings is prohibited. Distribution in campus parking lots of any written or printed materials from any motor vehicle parked within the campus is prohibited. Following authorization of a specified transaction, posting paper solicitations related to said transaction on designated campus "general use" bulletin boards is permitted, provided that the paper solicitation shall not exceed 11x17 and be limited to one page per "general use" bulletin board, and that the paper solicitation shall be posted for a maximum duration of one month with the sponsor clearly identified on the face of the solicitation.



MANNER: Transactions must be conducted in a manner that (1) shall not substantially disrupt or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not unduly interfere with campus pedestrian and vehicular circulation, (3) shall be carried out without use of sound amplification equipment, (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation, (5) shall not violate

applicable laws pertaining to obscene matters, (6) shall not consist of term papers, theses, or other written materials submitted for academic credit that the seller knows will be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Code of Student Conduct, and (7) shall not occur during commencement time periods. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall retrieve and remove such materials, prior to their departure from the areas that day.



APPROVAL: Any individual, organization or entity may conduct transactions in agreement with the terms outlined in this policy. Commercial transactions need the prior approval of the [Vice President for Administration and Finance](#). Anyone found to violate the policy will be instructed to stop.



D. Handbills and Circulars

Distribution of handbills or circulars not otherwise prohibited by law, and which do not contain false or misleading advertising is permitted subject to the following time, place, and manner regulations.



TIME: Daily, 8 a.m. to 10 p.m., except for current CSUMB registered students, staff, student clubs/organizations, and faculty, who may distribute handbills and circulars at any time in conformity with this policy.



PLACE: (1) A popular location is the Main Quad, but distribution of handbills and circulars is allowed in any area generally available to students and the community, subject to the following exceptions: (1) Distribution inside University buildings is prohibited; and (2) Distribution in campus parking lots of any written or printed materials from any motor vehicle parked on the campus by any person or group, campus-affiliated or otherwise, is prohibited.



MANNER: Distribution of handbills and circulars (1) shall not substantially disrupt classes or any other operations of the University, (2) shall not interfere with or obstruct the free flow of pedestrian or vehicular traffic, (3) shall not unduly interfere with campus pedestrian and vehicular circulation, (4) shall be carried out without sound amplification equipment, (5) shall be carried out without prolonged or repeated contact with persons who have declined the

handbills and circulars, and (6) shall not occur during commencement time periods. Placement of handbills and circulars on vehicles is prohibited. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall retrieve and remove such materials, prior to their departure from the areas that day.



APPROVAL: Any individual, organization or entity may distribute handbills and circulars, subject to applicable policies (except to the extent that such policies conflict with this policy). All handbills and circulars must include the name(s) of the organization or person(s) responsible for the material and their contact information. Materials that are found to violate University policy or applicable law may be removed without notice. Violations of this policy may result in disciplinary action. In addition, the University may seek reimbursement for any costs incurred in cleaning up or repairing damage to CSUMB property or the removal of any signs or postings that violate this policy.



E. Amplified Sound

The following procedural guidelines are established for the use of amplified sound equipment. The following procedures both protect the delivery of instructional programs from intrusive and substantially disruptive sound and yet still provide an opportunity and a forum for a variety of student development and support programs. An appropriate balance of these two goals may be achieved by observing the following conditions.



TIME: Mondays from noon to 2 p.m. is the designated "University Hour" when classes are not in session. Amplified sound at these times is allowed without prior approval, unless otherwise being disruptive of university functions. The use of amplified sound outside of the University Hour requires prior approval through the normal event planning process.



PLACE: During University Hour, noon - 2 p.m. Mondays, amplified sound is permitted in the University Quad. If other times and/or campus locations are desired for the use of amplified sound, advance approval must be sought through the normal event planning process.



MANNER: The sound level for any event may not exceed that which is

substantially disruptive to the instructional programs, scheduled events, library or classroom study, and/or residences. Amplified sound is intended to be heard in the immediate area only. Outdoor amplified sound events are subject to monitoring, and based on the level of volume/disruption, events may be required to discontinue use of amplified sound, relocate, or be terminated.



APPROVAL: Any individual, organization or entity may utilize amplified sound in agreement with the terms outlined in this policy. Amplified sound outside of the designated time needs the prior approval of the [Dean of Students](#). Anyone found to violate the policy will be instructed to stop.



F. Special Events

For purposes of these procedures, a Special Event is any planned gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, sporting events, marches/demonstrations and conferences. All Special Events require approval by University Affairs, Ceremonies, and Events (UACE). Special Events are events at which one or more of the following conditions apply:

1. The event requires involvement of more than one campus administrative unit;
2. Authorized campus officials determine that the event requires ticketing or entry by invitation only;
3. Authorized campus officials determine that the complexity of the event requires the involvement of more than one campus administrative units;
4. Authorized campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the University Police Department) or significantly affects campus services (including, but not limited to, traffic flow/control kiosk attendants, parking, building access, service roads, or vehicular or pedestrian traffic);
5. Authorized campus officials determine that the event has a substantial likelihood of substantially disrupting other campus functions or activities;
6. The event is a concert or dance, regardless of how many attendees;
7. Alcohol is intended to be served or consumed; or
8. Outdoor amplified sound will be used, other than allowed usage time.

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- Any determination by authorized campus officials that an event constitutes a Special Event under items 2, 3, or 4 above shall be based on the officials' assessment of information other than the content or viewpoints anticipated to be expressed during the event. University Affairs, Ceremonies, and Events (UACE) shall determine the potential impact of an event and what permits, licenses, reviews, or other requirements are necessary. The University reserves the right to classify any proposed event a Special Event subject to this section of the Policy, consistent with the definition set forth above. Event sponsors are encouraged to consult with UACE at the earliest possible time if they have any question whether their event may be classified as a Special Event.
- TIME: Daily, 8 a.m. to 10 p.m., with exceptions through approval of the President or designee.
- PLACE: Any location owned, controlled or leased by CSUMB or its auxiliaries.
- MANNER: This section applies to Special Events that are scheduled, organized, or supervised by recognized student organizations and non-departmental users or over which those users have authority to decide whether to hold the event or to determine the scope of the event. For purposes of these procedures event planners should refer to the Facilities Use Policy and Guidelines.
- APPROVAL: Contact <https://csumb.edu/specialevents/>.

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

CSUMB is building a variety of presentations that speak to our commitment to provide educational programs and activities to support the balance between free speech activities, the safety of individual and groups of students, and the educational mission of the institution including the following:

*August 1, 2024: Presentation to Associated Students (AS) for 2024-25 Officer training

*August 16, 2024: Presentation to 250+ CSUMB Student Leaders at annual training

Other training sessions TBD during the academic year.

Resources for Mental Health and Trauma Support for Employees and Students

	Role	Type	Contact Information	Services
	Personal Growth and Counseling Center (PGCC)	University	<p>Monday through Friday, 8 a.m. to 5 p.m.</p> <p>After Hours and Crisis (24/7) 831-582-3969</p> <p><u>Building 80, 6012 General Jim Moore, Marina, CA 93933.</u> Text "Support" to 741741</p>	Regular and crisis services for individual and groups; crisis debriefing with faculty and staff for distressed students
.	University Police Department	University and community	<p>24/7 (911) (Emergency)</p> <p>831-655-0268 (non emergency)</p> <p>Public counter open Monday-Friday, 8 am to 5 pm. Officers are available 24 hours a day, 7 days a week; You can also file a non-emergency on-line report using the following link: <u>Non-emergency On-</u></p>	Protect life and property with a commitment to professionalism and community cooperation.

			<u>line Reporting</u>	
	Employee Assistance Program (Empathia Pacific)	University	24/7 1-800-367-7474	Offers employees and their families information on hundreds of health and wellness topics

Recognized Student Organization Code of Conduct