

**California State University, Bakersfield (CSUB) Addendum
To CSU Systemwide Time, Place, and Manner Policy**

University Designee with Oversight and Enforcement Responsibility

Dr. Dwayne Cantrell, Vice President of Student Affairs and Strategic Enrollment Management, is the University administrative Employee designated to serve as the Designated University Official for CSUB 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

EJ Callahan Associate Vice President for Campus Life 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
Dr. Elizabeth Adams	Dean, Antelope Valley	eadams@csub.edu	Antelope Valley Liaison
Lori Blodorn	Vice President of People and Culture	lblodorn@csub.edu	Human Resources
Dr. Debbie Boschini	Associate Vice President, Faculty Affairs	dboschini@csub.edu	Faculty Affairs
EJ Callahan	Associate Vice President for Campus Life	ecallahan@csub.edu	Student Affairs and Strategic Enrollment Management
Emily Poole Callahan	Associate Vice President and Dean of Students	epoole1@csub.edu	Student Conduct
Elizabeth Fergon	Director of Events	efergon@csub.edu	University Events
Maricela Gonzalez	Chief, UPD	mgonzalez104@csub.edu	Law Enforcement
Jevan Lane	Director, Safety & Risk Management	jlanel@csub.edu	Safety & Risk

Allan Williams	Associate Vice President, Civil Rights and Compliance	awilliams122@csub.edu	CSU Nondiscrimination Policy
Heather Macauley	Associate Vice President and Chief Accounting Officer	hmacaulay@csub.edu	Business and Financial Services
Kristine De Young	Associate Vice President- Capital and Facilities Management Services	kde-young@csub.edu	Facilities
James Morrison	Emergency Coordinator, University Police Department	jmorrison7@csub.edu	Community contact
Laura Clifton	Director of Academic Personnel and Labor Relations	lclifton@csub.edu	Faculty Affairs
Brooke Davis	Director, Employee and Labor Relations	bdavis42@csub.edu	Human Resources

CSUB Operating Hours

No one shall enter or otherwise remain on University Property located at the Bakersfield Campus and Antelope Valley campus between the hours of 11:00 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

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 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.	Paved pedestrian walkways and lawns on university property.	Monday - Sunday 6:00 am to 11:00 pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public

2.	Administration (Provost's Office, Accounting, Human Resources, Business Administrative Services)	N/A	N/A	Non-Public
3.	Administration (Admin) Quad	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
4.	Administration (Admin) Lawn	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
5.	Administration East	N/A	N/A	Non-Public
6.	Administration West (University Advancement)	N/A	N/A	Non-Public Area
7.	Albertsons Room	Monday - Sunday 8:00am-5:00pm To Reserve this space go to 25Live- CSUB	Meetings, Conferences, and Celebrations	Limited

8.	Alumni Park	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
9.	Amphitheatre	Monday - Sunday 6:00am-11:00pm	Large events, celebrations and ceremonies	Limited
10.	Antelope Valley, Building 100	N/A	N/A	Non-Public
11.	Antelope Valley, Building 100 Lawn	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
12.	Antelope Valley, Building 200	N/A	N/A	Non-Public
13.	Antelope Valley, Building 300	N/A	N/A	Non-Public
14.	Antelope Valley, Building 400	N/A	N/A	Non-Public
15.	Antelope Valley, Building 500	N/A	N/A	Non-Public
16.	Aquatics Center	N/A	N/A	Non-Public
17.	Business Development Center	N/A	N/A	Non-Public
18.	Classroom Building	N/A	N/A	Non-Public

19.	Dezember Leadership Center	Monday – Friday 8:00am-5:00pm To Reserve this space go to 25Live-CSUB	Meetings, Conferences, Celebrations	Limited
20.	Dobry	N/A	N/A	Non-Public
21.	Don Hart East Lawn	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
22.	Dore Theatre	Monday - Sunday 8:00am-5:00pm To Reserve this space go to 25Live-CSUB	Conferences, Workshops, Speakers, Performing Arts	Limited
23.	Dorothy Donahoe Hall (DDH)	N/A	N/A	Non-Public
24.	Edible Garden	N/A	N/A	
25.	Engineering Complex	N/A	N/A	Non-Public
26.	Entwood	N/A	N/A	Non-Public
27.	Extended Education and Global Outreach	N/A	N/A	Non-Public
28.	Fabrication Lab	N/A	N/A	Non-Public

29.	Harvey Hall Plaza	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
30.	Humanities Building	N/A	N/A	Non-Public
31.	Icardo Center Gym	Monday - Sunday 6:00am - 11:00pm To Reserve this space go to 25Live-CSUB	Large events, celebrations, athletics activities and ceremonies	Limited
32.	Icardo Center Lawn	Monday – Sunday 6:00am - 11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
33.	Lorien	N/A	N/A	Non-Public
34.	Media Arts Center	N/A	N/A	Non-Public
35.	Media Arts Center Patio	Monday – Friday 8:00am-5:00pm To Reserve this space go to 25Live-CSUB	Performances, Celebrations, Receptions	Limited
36.	Modular West	N/A	N/A	Non-Public
37.	Numenor	N/A	N/A	Non-Public
38.	Office of the President	N/A	N/A	Non-Public Area

39.	Office of the Vice President for Student Affairs	N/A	N/A	Non-Public Area
40.	Physical Education Building	N/A	N/A	Non-Public
41.	Red Brick Road	Monday - Sunday 6:00am - 11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
42.	Rohan	N/A	N/A	Non-Public
43.	Rivendell	N/A	N/A	Non-Public
44.	Romberg Nursing Center	N/A	N/A	Non-Public
45.	Runner Café	N/A	N/A	Non-Public
46.	Runner Park	Monday - Sunday 6:00am - 11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
47.	SCI I and II	N/A	N/A	Non-Public
48.	SCI III	N/A	N/A	Non-Public

49.	SCI III Lawn Area	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
50.	Stockdale Room	Monday - Sunday 8:00am-5:00pm To Reserve this space go to 25Live-CSUB	Meetings, Conferences, Workshops, and Ceremonies	Limited
51.	Student Health Services	N/A	N/A	Non-Public
52.	Student Health Services Conference Room	Monday - Friday 8:00am-5:00pm To Reserve this space go to 25Live-CSUB	Meetings, Conferences	Limited
53.	Student Housing East- Offices, Lawn, and Residence Hall	N/A	N/A	Non-Public
54.	Student Housing East MPR, Small/Large Classroom	Monday - Friday 8:00am-5:00pm To Reserve these spaces go to 25Live-CSUB	Meetings, Conferences, Workshops, and Ceremonies	Limited
55.	Student Recreation Center (SRC)	N/A	N/A	Non-Public

56.	Student Recreation Center, Lawn	Monday - Sunday 6:00am-11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
57.	Student Recreation Center, Solario	Monday - Friday 7:00am-7:00pm To Reserve this space go to 25Live-CSUB	Meetings, Conferences, Workshops, and Ceremonies	Limited
58.	Student Recreation Center, Gym	Monday – Friday 7:00am-7:00pm To Reserve this space go to 25Live-CSUB	Large events, celebrations, athletics activities and ceremonies	Limited
59.	Student Union Park	Monday – Sunday 6:00am - 11:00pm	Non-amplified speech and expression is permitted, including solicitation of signatures on noncommercial petitions. The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live.	Public
60.	Student Union Offices, Lounge, Bookstore, and Eating Facilities	N/A	N/A	Non-Public

61.	Student Union, MPR, Blue, Green and Yellow rooms	M - TH 7:00am -9:00pm Friday 7:00am- 6:00pm To Reserve these spaces go to 25Live- CSUB	Meetings, Conferences, Workshops, and Ceremonies	Limited
62.	Tejon Ranch Plaza	Monday – Friday 8:00am-5:00pm To Reserve this space go to 25Live- CSUB	Performances, Celebrations, Receptions	Limited
63.	Todd Madigan Gallery	N/A	N/A	Non-Public
64.	University Police Department	N/A	N/A	Non-Public
65.	Visual Arts Center	Monday – Friday 8:00am-5:00pm To Reserve this space go to 25Live- CSUB	Performances, Celebrations, Receptions	Limited
66.	Walter Stiern Library	Monday -Thursday 8:00am-10:00pm Friday 8:00am- 5:00pm, Saturday 11:00am- 5:00pm Sunday 11:00am- 10:00pm	Meetings, Conferences, Workshops, and Ceremonies	Limited
67.	Walter Stiern Library, Dezember Reading Room	Monday – Friday 8:00am-5:00pm To Reserve this space go to 25Live- CSUB	Meetings, Conferences, Workshops, and Ceremonies	Limited

68.	Kegley Center for Student Success	N/A	N/A	Non-Public
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Scheduling and Registration Procedures

Priority for the use of University property will be given to academic and administrative departments of the University for use in furtherance of the University’s educational mission. Subject to the requirements of this policy, and to campus policies applicable to specific facilities, campus facilities may be made available for use by external organizations provided those facilities are not needed by the University at that time and use by the external organizations does not interfere with or disrupt University sanctioned business, operations, and/or activities. Please see procedures section for further details.

Event Approval Process

All individuals and groups wishing to plan or schedule an event or activity on campus must complete the event approval process and obtain approval for the contemplated event.

Recognized Student Organizations may sponsor a program open to the community upon approval from the Office of Student Involvement located in the Student Union. For information on planning an event, please contact the Office of Student Involvement at (661) 654-2496 or getinvolved@csub.edu. For information on the use of 25Live, please visit this [page](#).

University-affiliated individuals and groups sponsored by academic or administrative department may use [25Live](#) to submit request. For information, please visit this [website](#).

Non-Affiliates should contact the Office of Events to discuss their event details. To submit a request, please visit this [website](#).

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

Posters, Signs, and Banners

For information on campus posting areas, please visit this [website](#).

All flyers at the posting areas must first be stamped by Campus Programming.

- Up to 13 copies of a flyer can be stamped
- Stamp expires after two weeks
- Unstamped/expired flyers will be taken down.

If you have questions, please contact Campus Programming at (661) 654-6297. Campus Programming is located at the Student Union, room 138.

Posters, banners, and signage may not be placed on trees, utility poles, traffic control signs, trashcans, fences, in planted garden areas or flowerbeds, non- general/non-public use bulletin boards, restrooms, doors of any type, inside or outside the Runner Café (except the wooden board outside the café), stucco walls, painted surfaces, building, employee-related bulletin boards or newspaper racks, or on any art displays. Posters, banners, and signage may not obstruct the entrances or exits of buildings or the line of vision to vehicular or pedestrian traffic. Posting of signage on vehicles without the owner's permission is not permitted. No posting is permitted on campus directories, within ponds or fountains, trash or recycle bins. Signs of any nature on any classroom chalkboard, bulletin board, dry-erase board, or any other surface are prohibited. Banners, which are signs/posters that exceed 11" x 17" but do not exceed 3' x 6', will require University's approval of a building permit request, submitted no less than two weeks in advance of posting, to Facilities Management for review for interference with University operations or safety, and consistent with facilities maintenance standards. Violations will result in the removal and disposal of the signs without notification.

Chalking

In general, the University does not encourage chalking as a method of communication, due to the negative environmental and resource impact associated with it. Removal of the chalk wastes water and runs the risk of introducing pollutants into the natural storm drains. For these reasons, the University encourages members of the campus community to use other, more environmentally friendly modes of expression. Requests to communicate via chalking will be considered only by the responsible person or entity submitting the request, and must comply with the procedures implementing this 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 Unmanned Aircraft Systems Review Board, <https://www.csub.edu/grasp/unmanned-aircraft-systems-review-board-uasrb.shtml>
- C. Use of University Property for commercial purposes unless prior written permission has been obtained from the University Director of Events, Elizabeth Fergon, efergon@csb.edu, or 661-654-3977.
- 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. **Sound Amplification.** The use of amplified sound on campus is allowed only by permission through a reservation request in 25Live. Permission will be given only when the amplified sound does not interfere with instruction, normal operations, or areas reserved for study. Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced. Additionally,

amplified sound includes sound that is enhanced with the aid of a device (i.e. megaphone or bullhorn).

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

Educational Program and Activities	General Description
Workshops for Students	Provide opportunities to educate students on TPM
Workshops for Student Clubs and Organizations	Provide opportunities to educate students on TPM
MPP Training	Train all MPP's on TPM policies
Handout	Summary of TPM policies and links to the full details
See calendar of events for additional events	https://www.csub.edu/events/calendar-events.shtml

Resources for Mental Health and Trauma Support for Employees and Students

For Employees:

- Human Resources at (661) 654-2266
- Employee Assistance Program [Employee Assistance Program | CSUB](#)

For Students:

- Counseling Center (661) 654-3366 [Counseling Center | CSUB](#)
- For after-hours crisis support, call (661) 654-3366 and press 2.
- Refer students to Care Services at [CSUB Care Services Referral Form](#) or call 661-654-2680

Recognized Student Organizations

For campus policy, procedures, and information on recognized student organizations, and the consequences for violations of rules and policies, please see Runner Source, Policies and Procedures for Student Organizations. You may find the link [here](#).

Violations of the policy

- Violations of the CSU Interim Systemwide Time, Place, and Manner policy are first addressed through the University Response Team by reminding faculty, staff, students, and community members of the policies and procedures.
- Failure to comply may lead to law enforcement action or administrative discipline

Response to Violations

- Those in violation will be directed to comply with applicable University regulations by appropriate University authorities, i.e. University Response Team

- Except where there is an imminent threat to public health and safety or to University property, a reasonable attempt to warn and advise to cease prohibited activity should be made
- Persisted or repeated violations, or imminent danger to public safety or property, may trigger an order to disperse.
- Further violations may trigger arrest, administrative discipline, and/or legal action by the University
- Administrative Discipline will be handled through the following channels:
 - o For students who violate TPM policies, the behavior will be addressed through the [Student Conduct Process](#) and the [CSUB Student Conduct Code](#)
 - To report a violation of the TPM policy, use this form [Student Conduct Code Violation Reporting Form \(Non Academic\)](#)
 - o For staff: Human Resources will address violations
 - o For faculty: Academic Affairs will address violations
 - o For community members: University Police Department/Emergency Coordinator will address violations