

**California State University, Long Beach Addendum
To CSU Systemwide Time, Place, and Manner Policy**

University Designee with Oversight and Enforcement Responsibility

Dr. Beth Lesen, Vice President of Student Affairs, is the University administrative Employee designated to serve as the Designated University Official for California State University, Long Beach (“CSULB”) 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

Associate Vice President of Student Success and Engagement, Dr. Daria Graham, 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
Beth Lesen	Vice President, Student Affairs	Beth.lesen@csulb.edu	Designated University Official
Daria Graham	Associate Vice President, Student Engagement	daria.graham@csulb.edu	Designated Law Enforcement Liaison
George Alfaro	Director, Environmental Health & Safety	George.alfaro@csulb.edu	Environmental Health & Safety
Scott Apel	Vice President, Administration & Finance	Scott.apel@csulb.edu	Budget, Facilities, Safety
John Brockie	Chief, University Police	John.brockie@csulb.edu	Safety & Health
Jeff Cook	Associate Vice President, Strategic Communications	Jeff.cook@csulb.edu	Communication & Media
Chris Fowler	Chief of Staff	Chris.fowler@csulb.edu	Campuswide Coordination
Bryon Jackson	Associate Vice President, Technology Solutions & Innovation	Bryon.jackson@csulb.edu	Technology
Jeff Klaus	Associate Vice President, Student Services	Jeff.klaus@csulb.edu	Student Services & Back Up Designated Law Enforcement Liaison

Mishelle Laws	Assistant Vice President, Administrative Services	Mishelle.laws@csulb.edu	Event Services
Patricia Perez	Associate Vice President, Faculty Affairs	Patricia.perez@csulb.edu	Faculty Affairs
Marita Swanson	Associate Vice President, Human Resources Management	Marita.swanson@csulb.edu	Human Resources
Mark Zakhour	Associate Vice President, Beach Building Services	Mark.zakhour@csulb.edu	Facilities

CSULB Operating Hours

No one shall enter or otherwise remain on University Property between the hours of 10 p.m. and 6 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

I. Overview

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 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

University Property means all land, buildings, facilities, or other grounds or structures, and any item, equipment, or property in possession of or owned, used, leased, maintained, or controlled by the University, by a recognized CSU auxiliary, or designated by the University as subject to this Policy, including property leased or licensed to University auxiliaries or others (including satellite campuses or other secondary locations).

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
1.	Paved pedestrian walkways and lawns on University Property, except to the extent the particular walkway or lawn is expressly categorized otherwise in this Addendum	6:00 a.m. to 10:00 p.m.	Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Public
2.	FO2 – FO3 Courtyard	8 a.m. to 5 p.m.	Tabling	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
3.	Academic and Administrative buildings generally	N/a	N/a	Non-Public
4.	Athletic Fields and Courts generally (e.g. swimming pool, track, tennis courts, volleyball, etc.)	N/a	N/a	Non-Public
5.	Anatol Courtyard	N/a	N/a	Non-Public
6.	Bellflower Entrance North and South Lawns	6:00 a.m. to 10 p.m.	Non-amplified speech and expression permitted, except no materials or signage may be posted within 200 feet of any campus entrance	Limited
7.	Bookstore	N/a	N/a	Non-Public
8.	Bookstore Walkway	8 a.m. to 6 p.m.	Tabling	Limited
9.	Brotman Hall	N/a	N/a	Non-Public
10.	Brotman Hall South Lawn	6:00 a.m. to 10:00 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
11.	COB Atrium	N/a	N/a	Non-Public
12.	COB East Courtyard	8:00 a.m. to 5:00 p.m.	Tabling, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Limited
13.	COB North Lawn	6:00 a.m. to 10:00 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
14.	Central Plant Plaza	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
15.	Central Quad (Center, East, North, and South)	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
16.	Isabelle Patterson Child Development Center	N/a	N/a	Non-Public
17.	CPAC East Terrace	8:00 a.m. to 10:00 p.m.	Receptions	Limited
18.	CPAC South Courtyard	8 a.m. to 5 p.m.	Tabling	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
19.	Design South Lawn	8:00 a.m. to 10:00 p.m.	Outdoor learning space	Limited
20.	Deukmejian Walkway	8:00 a.m. to 5:00 p.m.	Tabling, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Limited
21.	East Turnaround	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
22.	ED1 North Lawn	8:00 a.m. to 10:00 p.m.	Tabling, receptions, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Limited
23.	ED2 North Lawn	N/a	N/a	Non-Public
24.	FA1 Courtyard	8:00 a.m. to 10:00 p.m.	Receptions	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
25.	FA2 North Palm Tree Courtyard	8:00 a.m. to 10 p.m.	Tabling, receptions	Limited
26.	Ficus Grove (East and West)	8:00 a.m. to 5:00 p.m.	Tabling, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Limited
27.	FO3 East Lawn	8:00 a.m. to 5:00 p.m.	Tabling	Limited
28.	FO4 South Courtyard	N/a	N/a	Non-Public
29.	Friendship Walk (Central, East, and West)	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
30.	Friendship Walk Stairs	N/a	N/a	Non-Public
31.	George Allen Field	N/a	N/a	Non-Public
32.	Gold Mine Walkway	8:00 a.m. to 5 p.m.	Tabling	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
33.	Hardfact Hill	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
34.	Horn Center	N/a	N/a	Non-Public
35.	Horn Center Patio North & South	8:00 a.m. to 10 p.m.	<p>Tabling, receptions, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
36.	HHS1 West Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
37.	HHS2 East Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
38.	HSD North Lawn	8 a.m. to 10:00 p.m.	Outdoor Learning Space, tabling, receptions	Limited
39.	Killingsworth Plaza	N/a	N/a	Non-Public
40.	LA 1 North Lawn	8 a.m. to 5 p.m.	Tabling, receptions	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
41.	LA 2 North Lawn	8 a.m. to 5 p.m.	Tabling, receptions	Limited
42.	LA 3 North Lawn	8 a.m. to 5 p.m.	Tabling, receptions	Limited
43.	LA 4 North Lawn	8 a.m. to 10 p.m.	Tabling, receptions, outdoor learning space	Limited
44.	Japanese Gardens	N/a	N/a	Non-Public
45.	Library	N/a	N/a	Non-Public
46.	Maxson Plaza	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
47.	MLSC Deck	N/a	N/a	Non-Public
48.	Outback Obstacle Course	N/a	N/a	Non-Public
49.	Outpost	N/a	N/a	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
50.	Outpost Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression, including distribution of non-commercial printed materials</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
51.	Parking Structures	N/a	N/a	Non-Public
52.	KIN Courtyard	8:00 a.m. - 10 p.m.	<p>Tabling, receptions, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p>	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
53.	Pyramid Parking Structure South Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
54.	Psychology Courtyard	8:00 a.m. to 6 p.m.	Tabling, Receptions	Limited
55.	Pyramid	N/a	N/a	Non-Public
56.	Pyramid East Green Plaza	8:00 a.m. to 10:00 p.m.	Tabling, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
57.	Pyramid North Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
58.	Pyramid North Red Plaza	8:00 a.m. to 10:00 p.m.	<p>Tabling, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p>	Limited
59.	Pyramid South Blue Plaza/Loading Dock	N/a	N/a	Non-Public
60.	Pyramid West Yellow (Walter) Plaza	8 a.m. to 10:00 p.m.	<p>Tabling, non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p>	Limited
61.	Residential Halls and Dining Halls	N/a	N/a	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
62.	Speaker Platform (East and West)	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression, including distribution of non-commercial printed materials.</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
63.	SSPA Courtyard	8:00 a.m. to 10:00 p.m.	Tabling, Receptions	Limited
64.	SSPA North Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
65.	SSPA South Lawn	8 a.m. to 10 p.m.	Tabling, Receptions	Limited
66.	Student Health Services	N/a	N/a	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
67.	Student Recreation and Wellness Center (SRWC)	N/a	N/a	Non-Public
68.	SRWC East Lawn	N/a	N/a	Non-Public
69.	SRWC Aquatics Center	N/a	N/a	Non-Public
70.	SRWC Entry Plaza	8 a.m. to 10 p.m.	<p>Tabling, Receptions, Activities, Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Limited
71.	University Music Center (UMC)	N/a	N/a	Non-Public
72.	UMC Deck	8:00 a.m. to 5:00 p.m.	Tabling	Limited
73.	UMC East Lawn	8:00 a.m. to 10 p.m.	<p>Tabling, Receptions, Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p>	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
74.	UMC North West Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
75.	UMC South West Lawn	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
76.	University Police Building	N/a	N/a	Non-Public
77.	University Student Union (USU)	N/a	N/a	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
78.	USU North Lawn	8:00 a.m. to 10:00 p.m.	Tabling, Receptions, Activities, Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Limited
79.	USU South Plaza	8:00 a.m. to 10:00 p.m.	<p>Tabling, Receptions, Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
80.	USU Southwest Terrace	8 a.m. to 10:00 p.m.	<p>Tabling, Receptions, Activities, Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Limited
81.	University Telecommunications Center (UTC)	N/a	N/a	Non-Public
82.	University Telecommunications Center (UTC) Courtyard	8 a.m. to 5 p.m.	Tabling	Limited
83.	University Theatre	N/a	N/a	Non-Public
84.	Vivian Engineering Center (VEC)	N/a	N/a	Non-Public
85.	Vivian Engineering Center (VEC) Courtyard	8 a.m. to 10 p.m.	Tabling, Receptions	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
86.	West Turnaround	6:00 a.m. to 10 p.m.	<p>Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum</p> <p>Amplified sound permitted only with advance written approval from the Office of Student Life and Development and only within the limitations set forth in Section III.E (“Sound Amplification”) below.</p>	Public
87.	Puvungna Site	N/a	N/a	Non-Public
88.	Parking Lots & Parking Structures	N/a	N/a	Non-Public
89.	Dance Courtyard	8 a.m. to 10 p.m.	Receptions, Tabling, Non-amplified speech and expression permitted, including distribution of non-commercial printed materials in conformance with this Policy and Addendum	Limited

II. Scheduling and Registration Procedures

These scheduling and registration procedures ensure effective campus coordination and provide individuals and groups wishing to reserve University facilities and grounds an orderly and viewpoint neutral process for doing so. These scheduling and registration procedures apply to all campus events and activities for which University facilities or grounds are to be reserved, including all non-instructional and non-academic campus events and activities.

A. Event Approval Process (EAP)

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 within the Event Management System before advertising the event.

Recognized Student Organizations must contact their [Student Life and Development](#) (SLD) advisor, located in USU-215 and available at studentlife@csulb.edu, to discuss event details and complete the required reservation forms and planning activities required to reserve space. SLD advisors will guide Recognized Student Organizations with their program needs. The Office of Student Life and Development will be responsible for approving all events sponsored by Recognized Student Organizations, except for Tier 1 events (see classifications below), which are approved by the Campus Events Office.

University-affiliated individuals and groups sponsored by academic or administrative departments should contact the Campus Events Office, located in USU-221 and reachable at CampusEventsOffice@csulb.edu, to discuss their event details. When submitting a reservation request to the Campus Events Office, an Event Request Form will be required. The Campus Events Office is responsible for approving all events sponsored by University-affiliated individuals or departments and for approving all Tier 1 events (see classifications below) sponsored by Recognized Student Organizations.

Non-Affiliates should contact the Event Services Office, located at Brotman Hall 320 and reachable at daf-eventservices@csulb.edu or (562) 985-4400, to discuss their event details. The scheduling of campus facilities by Non-Affiliates will require the completion of a Facility Use Agreement. Contact the Event Services Office, or the venue coordinator for the specific University facility at issue, for information concerning applicable insurance requirements and reservation and request procedures for reserving the desired University facility. Each campus facility is managed by its own venue coordinator, which may have its own required reservation forms and/or agreements. The Events Services Office or the venue coordinator for the specific location to be reserved will notify the requesting individual or group of all applicable requirements, including, but not limited to, insurance. Non-Affiliates are encouraged to contact the Events Services Office concerning their proposed event as early as possible. If a proposed event requires a security/threat assessment, as determined by the University Police Department, the application for use of the facility must be submitted at least 60 business days in advance.

B. Tier Classification System

All events and activities on campus are categorized according to the tier system described below and must satisfy all requirements and procedures applicable to the tier in which the event or activity falls. Failure of a student organization, a University-affiliated individual or group, or a Non-Affiliate to satisfy the applicable requirements and procedures may result in their inability to proceed with the contemplated event or activity.

Tier 1 Events: Tier 1 events include information tabling by a singular campus group, regular meeting spaces (with no off-campus speakers or guests involved), study hall sessions, and/or fundraisers (to last no longer than 4 hours) sponsored by students, employees, or University-affiliated departments or groups.

- The requesting individual or group must reserve with the Campus Events Office, located in USU-221, **at least 3 business days in advance** (no same day reservations allowed).
- Approval required at least 1 business day in advance.

Tier 2 Events: Tier 2 events include student filming, tabling by multiple campus groups at the same event, and unpaid speaking engagements with off-campus speakers publicized outside the sponsoring organization but intended solely for a CSULB audience.

- The requesting individual or group must reserve with the Campus Events Office, located in USU-221, **at least 10 business days in advance**. If reserving a location that requires staffing (e.g., USU Games, Beach Auditorium, Student Recreation and Wellness Center), the requesting individual or group must reserve with the Campus Events Office **at least 15 business days in advance**.
- Approval required at least 5 business days in advance.

Tier 3 Events: Tier 3 events include engagements with paid speakers and programs or events publicized outside the sponsoring organization but intended solely for a CSULB audience where an authorized University official has determined, on a viewpoint neutral basis, that the program or event requires ticketing or entry by invitation only.

- The requesting individual or group must reserve with the Campus Events Office, located in USU-221, **at least 25 business days in advance**.
- Approval required at least 10 business days in advance.

Tier 4 Events: Tier 4 events are programs and events that are open to the general non-CSULB public and may include youth, ticketing, and national conferences. This tier typically includes contracts with off-campus vendors and/or with speakers who are expected to attract Non-Affiliates to campus.

- The requesting individual or group must reserve with the Campus Events Office, located in USU-221, **at least 50 business days in advance**.
- Approval required at least 15 business days in advance.

Tier 5 Events: Tier 5 events are events sponsored by Non-Affiliates that have been determined by University Police, on a viewpoint neutral basis, to require a security/threat assessment.

- The requesting individual or group must reserve with the Events Services Office, located in Brotman Hall 320, **at least 60 business days in advance**.
- Approval required at least 30 business days in advance.

C. Temporary Art Installations

Recognized Student Organizations and University-affiliated individuals or departments wishing to construct temporary art installations on University Property as part of a class or academic-related project must consult with the SLD Director **a minimum of 15 business days** before the proposed installation date.

Once reviewed, information concerning the proposed art installation will be forwarded by the SLD Director to the Campus Events Office for further processing. Final approval must be received by the requesting individual or department no less than 10 business days before the proposed installation date.

D. Insurance and Other Facility Approvals

Venue coordinators will determine applicable insurance requirements for proposed events at their venues on a content-neutral and viewpoint neutral basis. In addition, proposed events may require additional approvals from Facilities Management, University Police, Parking and Transportation Services, Beach Shops, and/or Risk Management before the proposed event can be confirmed. These approvals are facilitated through the Event Approval Process.

E. Maximum Reservations

Recognized Student Organizations may schedule a maximum of 6 reservations at any one time. Semester meetings, including study halls, may not exceed a total of 10 combined hours per week. The Campus Events Office can provide more information on availability and scheduling guidelines.

F. Deaf, Hard of Hearing, and Hearing-Impaired

University and Associated Students, Inc. (ASI) sponsored events with anticipated attendance of 200 persons or more should have a qualified interpreter/translator to provide access to attendees who may be deaf or hearing impaired. For events with an anticipated attendance of less than 200 persons, campus community members may request a qualified interpreter/translator. To inquire about obtaining such services, contact the Bob Murphy Access Center (BMAC) in the Student Success Center, Room 110, BMAC@csulb.edu, at least two weeks prior to the event.

G. Violations, Damages, and Charges

Individuals or organizations in violation of these scheduling policies and procedures are subject to discipline or penalties, including (without limitation) a written warning, a charge to cover restitution for damages, restriction from future use of facilities, and/or other sanctions, as appropriate to the circumstances and the violation. Sanctions may be imposed by the venue operator as defined in the CSULB Facilities Use Procedural Guidelines and/or by the University Hearing Officer for students found to be in violation of the Student Code of Conduct.

H. No Events During Finals

There shall be no scheduling of student organization activities or programs during the University final examination period. Non-students and non-student organizations may be permitted to host events and activities during the final examination period, depending on the availability of campus facilities.

I. Event Moratorium

There is a moratorium on events during the first five weeks of each semester, Monday through Thursday, that require additional parking.

J. No Advertising or Publicity for Events Until Approved

All events must be properly scheduled, confirmed, and approved prior to any notice or advertising of the event. As required in Section III. A (“Posters, Signs, Banners, and Chalking”) below, all advertisements must include the sponsoring organization’s name; the name of the program; the date, time, and location of the program; contact information for the sponsoring organization, and approval by the designated University office. Advertising in the University Student Union (USU) for events hosted in the USU also requires obtaining approval from the Robert C. Maxson Student Organization Center, located in USU-312, using the USU Banner Reservation Form (accessible at <https://csulb.campuslabs.com/engage/submitter/form/start/552047>).

K. Closed Events

Recognized Student Organizations may host closed events or programs to which only members and their guests have been invited. Invitations must be extended directly to the invitee in oral, electronic, or written form. Public advertising (e.g., flyers, posters, radio, television, newspapers, website, social media, or other internet announcements) for closed events is prohibited. All information about approved closed events must indicate “members only”.

L. Cash Handling for Student Events

All student events that involve ticket sales (advance and at the door), admission charges, or the sale of goods for fundraiser purposes must follow the University's student organization cash handling procedures. For more information on these procedures for Recognized Student Organizations, contact [SLD](#) (located in USU-215 and reachable at studentlife@csulb.edu) or the [ASI Business Office](#) (ASBO) (located in USU-229 and reachable at asi-studentunion@csulb.edu).

M. Exceptions

Recognized Student Organizations may submit requests for an approved exception to these scheduling and registration procedures to the Director of SLD (located in USU-215, studentlife@csulb.edu). University-affiliated individuals, departments and groups, as well as Non-Affiliates may submit requests for an approved exception to these scheduling and registration procedures to the Event Services Office (located in BH-320, eventservices@csulb.edu), or to the venue operator for the relevant University facility or location.

N. Fees and Payments

The University may charge for the use of University Property in accordance with established fee schedules. Information concerning the fee schedules may be obtained from the office at which the reservation is made or from which the service is requested. Users of facilities and services must pay the University directly for the facilities or services provided.

Payment (cash, cashier's check, money order, or credit card) for scheduled events in the USU should be made directly at the ASBO, USU-229. For events scheduled at the Student Recreation and Wellness Center (SRWC), payments can be made at the ASBO, USU-229 or at the SRWC Administration Office.

Non-Affiliates wishing to reserve the USU or SRWC for an event must pay the applicable event fees at least 30 calendar days prior to a scheduled event, or the reservation may be cancelled.

Recognized Student Organization events or programs held in any ASI venue are required to pay all assessed fees, or show proof of ASI Grant funding, at least 2 weeks prior to the event, or the reservation may be cancelled.

III. 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 this CSULB Campus Addendum.

A. Posters, Signs, Banners, and Chalking

- 1) Requirements Applicable to All Postings on Campus: The following requirements apply to all posting and publicity on campus, including, but not limited to, all flyers, posters, signs, or banners of any kind:
 - a) Only Signage that Publicizes a University Event, Activity, or Program is Permitted: Only signage and postings that publicize a campus event, activity, or program that is sponsored by a Recognized Student Organization or by a University-affiliated individual or department are permitted. Posted material must state the name, date, time, and location of the campus event, activity, or program.
 - b) Sponsoring Person or Organization: All publicity must clearly identify by name the person or organization responsible for the material posted and must include contact information for the sponsoring person or organization (email, phone, or website).
 - c) English Translation: Material written in any language other than English must contain an English translation.

- d) **Prohibited Areas and Locations:** No signs, posters, banners, or other materials may be placed in any of the following areas:
- i. No materials of any kind may be applied or attached in any manner to any buildings, sculptures, windows, floors, construction fences, posts, sidewalks, paved areas, railings, trees, shrubs, bushes, traffic control signs, utility poles, signs, vehicles, planted garden areas, the hillside next to the University Student Union escalator, newspaper racks, West Turnaround islands, wayfinding pylons, or directory map structures.
 - ii. No materials may be placed within 200 feet of the Bellflower Boulevard and Beach Drive entrances to campus or within 200 feet of the 7th Street entrances at East and West Campus Drives. This restriction includes the campus perimeter between East and West Campus Drives at 7th Street.
 - iii. No materials may be placed on the Bellflower, 7th Street, Palo Verde, or Atherton boundaries of the campus.
- e) **No Commercial Posting:** CSULB prohibits all non-University commercial activity on University Property, unless specifically approved in writing by the University President or designee. This prohibition includes the distribution of any commercial literature, handbills, circulars, or advertisements. “For sale” postings will be removed, and the individuals or organizations responsible for them may be charged for the costs incurred in the removal or repair.
- f) **Student Events and Activities:** Events and activities sponsored by Recognized Student Organizations must receive final approval from the Office of Student Life and Development (SLD) before the release of any publicity. Additionally, publicity for events subsidized in whole or in part by Associated Students, Inc. (ASI) must contain the credit, “Funded in whole or in part by ASI.”
- g) **Use of University Name and Marks:** The use of the University’s name is a privilege reserved by law to the CSU and to organizations officially related to and authorized by the University to use its name. The name of the University may not be used to imply, either directly or indirectly, the University’s endorsement, support, favor, association with, or opposition to any organization, product, service, or idea without the permission of the University. Only events approved by the University may include the name of the University. Unauthorized use of the University’s name may constitute a violation of state and/or federal law.
- h) **General Size, Shape, and Material Restrictions:** Signs, posters, and banners must not be of a size, shape, or type that will interfere with University operations, cause damage to University Property, or create safety hazards for persons or property on campus. In addition, the following restrictions apply:
- i. Signs exceeding 24” x 36” in dimension must be made solely of foam core, cardboard, or paper.
 - ii. No sign of any size, shape, or kind may be made of metal.
 - iii. No person, while engaging in expressive activity on campus, may carry or possess a signpost, pole, pipe, or stake fabricated of metal or composite material, regardless of width or diameter.
- 2) **Kiosks:** CSULB’s kiosks are intended to promote **only campus events, activities, or programs**. Postings on kiosks must comply with all the requirements in Section III. A1 above as well as with the following additional requirements:

- a) Campus Event, Activity, or Program: Material posted on a kiosk must publicize a campus event, activity, or program sponsored by a Recognized Student Organization, a University-affiliated individual, or a University-affiliated department or group. The posted material must state the name, date, time, and location of the campus event, activity, or program.
 - b) Date Posted: All posted material must clearly indicate the date posted.
 - c) Number Limits: Only 2 flyers or 1 poster per campus event, activity, or program is allowed per kiosk.
 - d) Size Limits: Flyers should be no more than 8½ x 11 inches in size. Posters cannot exceed 17 x 22 inches in size.
 - e) Time Limits: Material cannot be posted more than 10 business days before the event or activity and must be removed within 3 business days after the event or activity. Recognized student organizations may post their general meeting materials for no more than 10 business days during the first four weeks of each semester.
 - f) No Obstruction: Postings may not cover or obscure previously posted material.
- 3) Interior Announcement and Bulletin Boards:
- a) Interior announcement boards are located inside academic and administrative buildings. Interior announcement boards are hosted, managed, and maintained by individual CSULB Departments, Colleges, or Divisions.
 - b) Only material that conforms to the posting requirements and procedures established by the applicable CSULB Department, College, or Division is permissible.
 - c) Check with the appropriate Dean's Office, Department, or Division for information concerning the posting requirements and procedures applicable to specific announcement boards.
- 4) Outdoor Signs, Posters, and Banners: With approval from the Office of Student Life and Development, Recognized Student Organizations and University-affiliated groups or departments may display signs, posters, or banners for the purpose of publicizing campus events, activities, or programs. Such displays must comply with all of the requirements in Section IV.B.1 above as well as with the following additional requirements:
- a) The name of the Recognized Student Organization or the University-affiliated Department sponsoring the campus event must be clearly indicated, together with the date, time, and location of the event.
 - b) Signs cannot exceed 3 x 3 feet. Banners cannot exceed 3 x 6 feet. Posters attached to stakes cannot exceed 17 x 22 inches, be more than 3 feet from the ground, or have stakes longer than 3 feet. Sign stakes not to exceed 12" into the ground. All damage of underground utilities and landscape because of staking is at the organization's expense. Any staking deeper than 12" needs to be preapproved by facilities management.
 - c) Signs and banners used in a tandem configuration (i.e., by placing one above the other) cannot exceed 6 feet in height.
 - d) The maximum number of displays allowed per event is 20 special event signs or 25 posters on stakes and 3 banners.

- e) Signs and posters on stakes may be placed in grassy areas, provided they are placed no less than 3 feet away from all other special events signs or posters on stakes; do not interfere with the irrigation system; and do not block walkways, driveways, or streets in any manner. No signs or posters on stakes may be placed in flowerbeds, the West Turnaround islands, or the hillside next to the University Student Union escalator.
 - f) Signs, posters, and banners may be placed no more than 7 business days before the campus event and will be removed within 3 business days after the campus event. Signs, posters, and banners not removed within 3 business days after the campus event may be charged a clean-up fee and/or restricted from posting for a period of time. Students and student organizations will be referred to the Office of Student Conduct and Ethical Development.
- 5) University Student Union (USU) Display Cases: The display cases in the USU Union Plaza and Terrace are available for students, faculty, and staff of CSULB for a period of 5 business days only, one case at a time. To request permission for use, complete and submit the USU Display Case form available on BeachSync (<https://csulb.campuslabs.com/engage/submitter/form/start/251398>).
- 6) Electronic Marquees: CSULB operates two electronic marquees that may be used by campus affiliated organizations and departments to advertise campus events: the University Student Union (USU) Marquee and the 7th Street Marquee. The USU Marquee is located outside the east door on the second floor of the USU. To request permission to use the USU Marquee, complete and submit the [USU Marquee Display Reservation Request form](#) available on BeachSync. The 7th Street Marquee is located at the corner of 7th Street and West Campus Drive. To request permission to use the 7th Street Marquee, refer to the process outlined in the link here: [Marquee Submissions](#). Requests should be submitted at least three weeks before the event date and will only be considered upon event management compliance with the CSULB Administrative Policy for Facilities Use and Procedural Guidelines.
- 7) Distribution of Printed Non-Commercial Materials (Handbills, Circulars, and Flyers): Distribution of printed non-commercial handbills, circulars and flyers not otherwise prohibited by law is permitted subject to the following time, place, and manner regulations:
- a) Distribution of handbills, circulars, and flyers is strictly prohibited in University buildings and parking lots. **No printed material of any kind may be placed on or in vehicles parked on University Property.**
 - b) Distribution of non-commercial handbills, circulars, and flyers otherwise in conformity with this Policy is generally permitted between 6:00 a.m. and 10 p.m. daily in any Public Area, so long as the distribution:
 - i. Does not unreasonably interfere with classes or any other operations of the University;
 - ii. Does not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic;
 - iii. Is not forced upon others; and
 - iv. Is not conducted at or near the top or bottom of escalators or stairwells.
 - v. The distribution of handbills on parked cars is prohibited.

- c) Persons distributing printed material shall be responsible for ensuring the printed material does not litter the area of distribution.
- d) Tables and portable (i.e., hand carried) displays used to facilitate distribution may be placed only on paved pedestrian walkways and may not block walkways or entrances to buildings or otherwise impede the free flow of traffic. Tables and portable displays must be attended at all times by the individuals or groups sponsoring the distribution. The requesting individual or group must seek permission at least 3 business days in advance (no same day reservations allowed).
- e) Commercial handbills, circulars, and flyers may not be distributed on campus.

8) Chalking: Chalking on campus is prohibited.

B. Flying of Unmanned Aircraft Systems (UAS): No Unmanned Aircraft System (also known as a drone) may be flown from, on or around University Property without the express written approval of the University Police Department.

C. Commercial Activity

- 1) Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained from the University President or Designee. This restriction includes all commercial transactions and displays of goods or services for sale on campus.
- 2) Marketing and promotion of credit cards on University Property shall be limited and registered with Beach Shops. Marketers are prohibited from offering gifts to students for filling out student credit card applications. As used in this Addendum, “student credit card” shall have the meaning in Civil Code section 1747.02(m).

D. 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

- 1) The use of amplified sound is subject to the following time, place, and manner regulations. For purposes of these regulations, amplified sound means any sound that is increased, magnified, or enhanced with the aid of any device, including, but not limited to, a megaphone, microphone, or bullhorn.
- 2) Persons or organizations wishing to use amplified sound on campus must obtain advance written approval from the Office of Student Life and Development, located at USU-215.
- 3) Sound amplification equipment will generally be restricted to that supplied by ASI or the University. Any person or organization wishing to use its own sound amplification system must receive advance written permission from the Associate Vice President of Student Engagement for Student Affairs, studentservice@csulb.edu, or designee. The maximum allowable noise level is 85 decibels.

- 4) Because intrusive sound may disrupt instructional programs and other essential University operations, sound amplification is limited to the specific locations and times set forth below:
 - a) University Student Union (USU) locations:
 - i. Permissible times: Sound amplification is permitted at the USU locations specified below from 11 a.m. to 1 p.m. Monday through Friday; from 5 p.m. to 10 p.m. on Thursday and Friday; and from 8 a.m. to 10 p.m. on Saturday.
 - ii. Permissible locations: the USU Southwest Terrace; the USU South Plaza (no more than 2 reservations in 1 week), and the USU pool.
 - b) Student Recreation and Wellness Center (SRWC) locations:
 - i. Permissible times: Sound amplification is permitted at the SRWC locations specified below from 11 a.m. to 2 p.m. Monday through Friday; from 5 p.m. to 10 p.m. on Friday; and from 8 a.m. to 10 p.m. on Saturday.
 - ii. Permissible locations: the SRWC East Lawn, the SRWC Aquatics Center, and the SRWC Entry Plaza.
 - c) Other University locations:
 - i. Permissible times: Sound amplification is permitted at the specific University locations identified below from 11 a.m. to 2 p.m. Monday through Friday; from 5 p.m. to 10 p.m. on Friday; and from 8 a.m. to 10 p.m. on Saturday.
 - ii. Permissible locations: Speakers' Platform (located on the east side of the University Bookstore Vendor Pavilion), Central Plant Plaza, Central Quad, and Outpost Lawn.
- 5) Sound amplification is prohibited at all times and in all locations not expressly set forth above in Section III. E4.
- 6) Even at the times and in the locations where amplified sound is permitted, amplification must be presented in a manner that is conducive to, and will not disturb, the academic environment. Noise complaints will be addressed by lowering the volume or discontinuing the sound amplification, whether or not the decibel level is below 85 decibels.
- 7) Any exception to these amplified sound regulations requires advance written approval from the Associate Vice President of Student Engagement for Student Affairs, studentdean@csulb.edu, designee. In addition, students and student organizations may receive an exception from the Director of Student Life and Development (USU-215, studentlife@csulb.edu).

F. Additional CSULB Regulations: The following additional rules and regulations apply:

- 1) No person may climb or stand on elevated surfaces while engaging in expressive activity, including, without limitation, by climbing or standing on ledges, trees, shrubbery, buildings, or structures.
- 2) No person or group may use, move, rearrange, or alter any University equipment, furniture, or fixtures in any manner not specifically authorized by the University.

- 3) No person or group may disturb plants and wildlife in any manner, including by climbing or placing objects in trees, bushes, or shrubbery.
- 4) No person or group may use or enter University facilities not generally open to the public, including, but not limited to, showers, storage lockers, study lounges, recreational facilities, and “restricted personnel only” areas, without express permission from an authorized University official.
- 5) Any use of University facilities by persons or organizations for non-University purposes requires the approval and completion of a Facility Use Agreement. Please contact the Event Services Office, or the venue coordinator for the specific University facility at issue, for information concerning applicable insurance requirements and reservation and request procedures for reserving the desired University facility.
- 6) Dogs, cats, and other animals are prohibited from entering campus buildings and facilities, including the residence and non-residence halls, with the following exceptions:
 - a) Service Dogs, as defined by California Civil Code sections 54.1 and 54.2, when accompanying a disabled person;
 - b) [Emotional Support Animals](#) (ESAs) previously approved by the University in writing;
 - c) Police Service Dogs, as defined in California Penal Code section 600.
- 7) All animals on University Property must be under the control of a responsible person and restrained so as not to pose a danger to themselves or others. All dogs must be, at all times, on a chain or leash not to exceed six feet in length. Animals on University Property may not be tied or otherwise secured or restrained to any building, facility, fence, shrub, tree, or other object or structure or left unattended. Unattended animals may be removed from University Property. Any person who brings an animal onto University Property must promptly remove and properly dispose of all animal waste in appropriate waste receptacles.
- 8) Voter registration is permitted on University Property in Public Areas, as defined in this Addendum.

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

“**Speak Boldly AND Listen Bravely**” is an initiative designed to foster an inclusive and supportive environment within CSULB by enhancing communication, promoting active listening, and encouraging bold conversations among students, staff, and administration. The comprehensive program aims to cultivate a campus culture where open dialogue, respectful communication, and active listening are paramount.

Goals and Objectives

- **Empower Students:** Encourage responsible and compassionate use of free speech, understanding its impacts, and engaging in respectful dialogue.
- **Leadership and Interpersonal Skills:** Equip students with strategies for meaningful change, focusing on action planning, relationship building, and active listening.
- **Lawful Activism:** Educate students on the differences between lawful and unlawful activism, guiding them towards effective advocacy.

- **Inform Campus Leadership:** Share important information regarding the Time, Place, Manner policy and other information pertinent to free speech on campus.

Program Structure

1. Student Education:

- **Workshops:** Two versions (15-20 minutes and 45-60 minutes) covering effective communication, listening skills, and understanding free speech.
- **Learning Outcomes:** Students will learn to identify and utilize communication and listening skills, engage in conflict resolution, and access relevant resources.

2. Staff Training:

- **Sessions:** Three levels of training focusing on self-reflection, balancing care and accountability, and learning from advocates.
- **Learning Outcomes:** Staff will develop strategies for facilitating a safe and respectful learning environment, understand university policies, and support student advocacy.

3. Administration Roadshow:

- **Engagement:** Informative presentations and interactive discussions to update university leadership on policy changes and their impact on the campus community.

4. Website:

- www.csulb.edu/freespeech

5. Contact Us:

- To find out more information, book a training or request a presentation, please contact studentdean@csulb.edu.

I. [Resources for Mental Health and Trauma Support for Employees and Students](#)

Students: [Beach Wellness](#) | California State University Long Beach (csulb.edu)

- [Counseling & Psychological Services](#) – individual counseling and group therapy
 - Brotman Hall 226
 - 562-985-4001
- [Basic Needs](#) – food, housing & financial need
 - University Student Union 112
 - 562-985-2038
- Beach Crisis Text Line: Text BEACH to 74-17-41 for free support to reach a volunteer Crisis Counselor.
- [Find Help Now](#)
- [CAST](#) (Campus Assessment & Stabilization Team)
 - 562-985-4010
- [Bob Murphy Access Center](#) – services for students with disabilities
 - Student Success Center 110

- 562-985-5401
- [CARES](#) (Campus Assessment, Response & Evaluation for Students)
 - 562-985-4771
 - CARES@csulb.edu

Employees

- [Faculty/Staff Assistance Program](#)
 - 562-985-7434
- [LifeMatters](#) by Empathia
 - (800) 367-7474

Recognized Student Organizations

[Student Life & Development | California State University Long Beach \(csulb.edu\)](#)

[Disciplinary Procedures for Officially Recognized Clubs and Organizations](#)