



# Expressive Activities Planning Form

Public servant agents, charitable and non-profit organizations, and other non-college groups may distribute materials, collect signatures and/or petitions, or engage in information activities on campus only in compliance with the US Constitution, the California Education Code, and time, place, manner conditions as defined by West Hills Community College District (WHCCD) AP/BP 3900. Use of college facilities or resources shall be denied to those whose conduct reflects intent to use or in violation of federal and state anti-discrimination laws.

### CONTACT AND ACTIVITY/EVENT INFORMATION

Organization/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Hosting/Sponsoring Student Group/Organization (if applicable): \_\_\_\_\_

Type/Purpose of Activity (please describe): \_\_\_\_\_

Dates/Times of Proposed Event and/or Usage: \_\_\_\_\_

Proposed Event/Activity Location (please indicate on college map attached): \_\_\_\_\_

Is your organizational registered as a 501(c)3?  YES  NO  
If so, please provide a copy of your tax-exempt status and attached to this form.

Persons are encouraged to act reasonably and to share a reserved area whenever possible. If no sharing agreement is reached, the non-reserving or later reserving user may use the area earlier or later in the day, or schedule use for another day. A request by any person/group for a reservation of an area generally available to students and the community, or attempted use of an area generally available to students and the community without a reservation, may only be denied if:

- a) the reservation form, if applicable, is not completed;
- b) there is a preexisting conflicting reservation or use;
- c) conditions exist that preclude use of the lawn areas, as set forth above, or other grounds due to, for example, construction or maintenance;
- d) the person or group on whose behalf the reservation was made has on prior occasions damaged District property and has not paid in full for such damage;
- e) the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the District or other users and previously scheduled for the same time and place;
- f) the use or activity intended by the person or group would present a danger to the health or safety of the applicant, or other students, community members, faculty, or staff of the District;
- g) the use or activity intended by the applicant is prohibited by law; or information requested that is necessary for coordinating use of the area is not provided.

I represent the person and/or sponsoring of this event/activity and I accept the responsibility for this registration. I understand that the individual, student group/club or organization(s) and its members/advocates, and members of the general public are responsible for the adherence to all WHCCD regulations, policies, and procedures by members and guests.

\_\_\_\_\_

Signature Print Name Date

### OFFICIAL USE ONLY

Approved by Vice President of Student Services Signature Approved Date



## Expressive Activities Planning

**Instructions.** Please visit the college websites for campus maps, print the map, and circle the approximate location of the proposed event/activity.

[www.westhillscollge.com/coalinga/](http://www.westhillscollge.com/coalinga/)

[www.westhillscollge.com/lemoore/](http://www.westhillscollge.com/lemoore/)

Areas generally available to students and the community are defined as grassy areas, walkways or other similar common areas, except as otherwise authorized by law, and/or by BP/AP 6700 (Facilities Use) The areas generally available to students and the community are designated public forums. Areas generally available to students and the community do not include the following areas, which are nonpublic forums.

1. Areas within 25 feet of doorways opening to outdoor areas of campus;
2. All "Interior District Property," which is defined for purposes of this regulation to include all interior portions of District facilities, including, without limitation, administration buildings, classrooms, libraries, learning centers, indoor cafeteria/food service facilities, lecture halls, residence halls (Coalinga College) podcast studio (Lemoore College), laboratories, computer rooms, research centers, communication centers, campus offices, performing art facilities, indoor athletic facilities, warehouses, maintenance buildings and areas within the outdoor athletic facilities, parking lots, and maintenance yards.