

Use of Public Spaces by Outside Group Summary of Recommendations

- Provision of a permit needs to be content neutral.
 - The College should shift nomenclature in procedures from *Freedom of Speech* to *Use of Public Spaces*
1. Requests from all non-college sponsored outside groups will be monitored by a Lane campus administrator to work with non-campus affiliated requests to use public spaces.
 2. All non-campus groups requesting use of public spaces will be instructed to complete a *Facilities Use Permit* form at least two weeks prior to the event. TBD
 3. The space requested on the *Facilities Users Permit* form will be the only space available to the outside organization.
 4. Requests to access public spaces by using a facilities use permit process (de-emphasizes approval based on content)
 5. If a group wishes to change the date of their original request to use a public space, they must resubmit a new Facility Use Permit form *2 weeks prior to the new requested date*; a new request may or may not be permitted if a group is requesting a date earlier than was previously approved.
 6. Conditions of a Facilities User Permit
 - a. \$100 refundable deposit will be required at the time of application of the permit. The full amount will be refunded pending review of any additional campus costs resulting from the presence of the outside group; some exceptions may apply.
 - b. Should the presence of the outside group result in costs such as maintenance or public safety, the group will be invoiced and the college will take steps to recover the cost. (A fee sheet should be developed and presented to all groups requesting use of outside space.)
 - c. There must be a designated responsible person on site throughout the entire time of the event. The Facilities Use Permit will require the name, phone number and email of the contact person.

Recommended Communication to be Used Regarding Freedom of Expression

1. As appropriate, the use of multiple modes of communication and platforms will be used such as text messaging, web presence, social media platforms, and a user-friendly web based calendar.
2. In order for there to be adequate time for stakeholder groups to be prepared, communications announcing the event should be sent out to students, faculty and staff in a timely manner; some exceptions may apply.
3. The Vice President of Academic Affairs will appoint a committee inclusive of student government, counseling and career center, public safety, specific student groups, Gender Equity Center, Veterans, Student Affairs etc. to prepare for groups that may appear as controversial.
4. The office of Public Affairs will establish a website location where outside organizations and the public can obtain information regarding use of public spaces on the Lane Community College campus.

Recommendations regarding physical and emotional safety and security

1. The college will develop criteria for space use including but not limited to physical displays, volume, placement and use of publication displays, signage banner, yard signs, sandwich boards, electronic monitor, vehicle displays.
2. Physical Safety-All steps will be taken to protect physical safety of the campus.
3. Emotional Safety is more difficult to safeguard. Graphic media, large signs, loud noises and certain behaviors that trigger emotional responses and destabilization of mental health should be avoided- based on a common sense standard of what a reasonable person would deem meet these criteria. However, it may not be possible to anticipate the needs of all campus community members.
4. Should an incident occur that is controversial, the college will hold debriefing sessions that invite all campus members to take part in open forum to share concern, provide feedback and provide recommendations.

The College should develop COPPs policies on:

- a. Use of Public Spaces: Time, Place and Manner (Similar to the Linn Benton policy)
- b. Freedom of Expression
- c. Speakers on Campus