



GEORGIA GWINNETT
COLLEGE

GEORGIA GWINNETT COLLEGE FREE SPEECH AREA REQUEST FORM

Georgia Gwinnett College (GGC) is committed to providing a forum for free and open expression of divergent points of view by students, student organizations, faculty, staff and visitors. GGC also recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the college.

TODAY'S DATE: _____ ORGANIZATION NAME: _____

All requests must follow the appropriate facility reservation process. The designated free speech forms must be completed. Any publicity materials must be attached and submitted to the Director of Student Activities and Leadership Programs for at least three (3) calendar days prior to the free expression speech, program, event, or gathering in accordance with this policy. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. All information submitted must be legible.

CONTACT PERSON:

ADDRESS:

CELL PHONE:

ALTERNATE CONTACT NUMBER:

FAX:

If student club/organization: _____ (Advisor of Record Signature)

* Must be present at event.

This policy is applicable to students, student organizations, faculty, staff and visitors. The following procedures apply to all activities authorized to use the designated Free Speech Expression Areas. Reasonable limitations may be placed on time, place and manner of speeches, gatherings, distribution of written materials, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others as deemed necessary by Georgia Gwinnett College.

DATE(S) REQUESTED FOR FREE SPEECH ACTIVITY:

TIME(S) OF EACH ACTIVITY:

ANTICIPATED NUMBER OF ATTENDEES/ORGANIZATIONAL PARTICIPANTS:

DESCRIPTION OF THE EVENT (attach additional pages if necessary):

PERSON COMPLETING THIS FORM:

I HAVE READ AND AGREE THAT THE EVENT WILL COMPLY WITH THE GGC STUDENT HANDBOOK FREEDOM OF EXPRESSION PROVISIONS available at www.ggc.usg.edu.

Signature of person completing this form

GGC Freedom of Expression Policy

Georgia Gwinnett College (GGC) is committed to providing a forum for free and open expression of divergent points of view by students, student organizations, faculty, staff and visitors. GGC also recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the college.

Georgia Gwinnett College, in establishment of this policy, in no way supports, fails to support, neither agrees nor disagrees with ideas that may be voiced, but allows for a diversity of viewpoints to be expressed in an academic setting.

This policy is applicable to students, student organizations, faculty, staff and visitors. Free Speech Area Request Forms are available from the Office of Student Activities and Leadership Programs. The following procedures apply to all activities authorized to use the designated Free Speech Expression Areas. Reasonable limitations may be placed on time, place and manner of speeches, gatherings, distribution of written materials, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others as deemed necessary by Georgia Gwinnett College.

Designated Speech and Demonstration Areas

GGC has identified the concrete area in front of Building C and the concrete common area in front of the west entrance of Building A as "Free Speech Expression Areas." These areas are generally available from 11:00a.m. to 1:00 p.m. and 5:30 p.m. to 7:30 p.m., Monday through Thursday, and 11:00 a.m. to 1:00 p.m. Friday. On occasion, other areas and other times may be authorized. The Director of Student Activities and Leadership Programs is responsible for reservation scheduling and authorization of the free speech expression areas in order to accommodate all interested users. Authorization will be granted in accordance with the principle of content neutrality. Appeals related to the decision of Director of Student Activities and Leadership Programs should be made to the Dean of Students. The decision of the Dean of Students is final.

Reservation Procedures for Use of Free Expression Areas

All requests must follow the appropriate facility reservation process. The designated free speech forms must be completed, any publicity materials must be attached and submitted to the Director of Student Activities and Leadership Programs at least three (3) calendar days prior to the free expression speech, program, event, or gathering in accordance with this policy. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible.

Provisions

In order that persons exercising freedom of expression not interfere with the operation of the college or the rights of others, all engagements for speakers (internal and external) must meet the following criteria:

1. All publicity materials must be submitted with the application form. Admission charges, if any, or suggested donations which are used as a condition of admission, must be included in all publicity for the event. No publicity for a speaker or program may be released prior to authorization of the registration form. Unauthorized use of the college's name, other than to indicate the location of the event, is strictly prohibited. Upon authorization, copies of the application form and any publicity material shall be distributed to the campus Associate Vice President for Student Affairs, the Director of Protective Services, Public Affairs Office, the Dean of Students, and the applicant.
2. If a speaker is being sponsored by a student organization, an Advisor (or designee, who must be a fulltime faculty or designated staff member) if applicable, must be present at the event.
3. No interference with the free flow of traffic nor the ingress and egress to buildings on campus is permitted.

4. No interruption of the orderly conduct of college classes or other college activities is permitted.
5. No impediment of passersby or other disruption of normal activities is permitted.
6. No intimidation or harassment, verbal or otherwise, of passersby is permitted.
7. No interference with scheduled college ceremonies, events or activities is permitted.
8. Marches, either independent or related to an event or speech, must be authorized at least 3 calendar days prior to the program or event in accordance with this policy and appropriate local ordinances, and may only take place on the streets or sidewalks of the campus.
9. No commercial solicitations, campus sales or fundraising activities shall be undertaken which are not authorized by GGC.
10. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the Free Speech Expression areas designated above, as long as the reservation procedures for use of the Free Expression Areas have been completed. Such distribution shall not violate any campus solicitation policies or government ordinances.
11. The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons or organizations responsible for the event may be held financially responsible for cleanup costs.
12. The individual/organization using the area must supply their own tables, chairs, etc (unless already part of the facility). No sound amplification devices may be used at any time (unless already part of the facility). No camping is allowed and temporary structure (tents, etc.) are prohibited.
13. Malicious or unwarranted damage or destruction of property owned or operated by the college, or property belonging to students, faculty, staff, or guests of the college is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.
14. Disorderly conduct is prohibited. The Georgia Gwinnett College Student Handbook defines disorderly conduct as: a. Loud, threatening or aggressive behavior or behavior which disrupts the orderly functioning of the college, or behavior exhibiting intimidation or harassment tactics, either verbal, physical or oral or actions which disturb the peace and/or comfort of person(s) on the campus; or b. Lewd or indecent conduct or expression, either oral or visual, and by whatever means, on College owned or controlled property, or at a College sponsored or supervised function.
15. Individuals and programs using the Free Speech Expression Area must comply with all applicable state and federal laws and institutional policies, rules and regulations.

Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or judicial action may be pursued. Additional internal disciplinary actions may be enforced against students and staff members who fail to comply with the outlined policy.

Policy Questions

Questions about this policy may be addressed to the Director of Student Activities and Leadership Programs and should be handled in advance of any speech, event, or demonstration. If the Director of Student Activities and Leadership Programs is unavailable, all questions may be directed to the Office of Associate Vice President of Student Affairs 678.407.5882.