5004. ADMINISTRATIVE REGULATIONS ON STUDENTS’ RIGHTS TO DISTRIBUTE PRINTED MATERIAL

5004.1 The Dean of Student Affairs shall be responsible for the administration of these regulations.

5004.2 Posting

A. Posting areas are defined as follows:

1. General Announcement Boards: These bulletin boards are for all members of the college community and are located in hallways throughout the campuses.

2. Rolling Boards: These are available for publicizing campus-wide activities only, and are located in the quad areas of both campuses.

3. Free Posting Board: These boards, so identified, located in the game room at PCC and on the south side of the bookstore at LAC, are available for students’ and community personal announcements or messages. These boards will be cleared the last day of each month.

B. Material appearing on the "General Announcement Boards" and "Rolling Boards" must carry the stamp of the office of the Dean of Student Affairs and shall be removed one school day following the publicized event by students responsible for posting.

C. Advertising on campus by off-campus interests is prohibited, unless posted on the "Free Posting Boards" or by submitting an advertisement to the Viking newspaper.

D. Temporary portable displays are permitted for a maximum of three (3) school days and must be staffed during display times. The display must contain the name of the sponsoring group and be removed from campus daily. Exceptions must be cleared with the Dean of Student Affairs.

E. In compliance with the Americans with Disabilities Act, all posting areas will be readily accessible and usable by persons with disabilities. All public information (brochures, posters, public service announcements, advertisements, etc.) shall include a statement that services will be delivered without discriminating against persons with disabilities. All advertising for public events will indicate that reasonable accommodations for persons with disabilities will be provided as well as who shall be contacted for those accommodations to be made.

5004.3 Distribution and Petitioning

A. Application must be made to the office of the Dean of Student Affairs before distribution of printed materials or circulation of petitions may occur on campuses at Long Beach City College.
B. Distribution of printed materials or circulation of petitions may take place between the hours of 8 a.m. and 9 p.m., Monday through Friday. The specific time must be approved by the office of the Dean of Student Affairs and may not take place the same day as application.

C. Specific areas on campuses have been set aside for distribution and petitioning. Maps identifying those areas will be available in the office of the Dean of Student Affairs.

D. Money transactions associated with petitions or distribution of literature will not be permitted without prior approval of the Associated Student Body Cabinet and/or the Long Beach Community College District.

E. Petitions may not be circulated in the classroom.

F. During registration, distribution and petitioning can take place only in the assigned distribution areas and at the exits of registration.

G. Board of Advisors: A committee comprised of five faculty members and six students meets upon request to consider matters concerning the distribution of printed materials on campus. The students shall be appointed by the Associated Student Body President and the faculty will be appointed by the Dean of Student Affairs. The committee shall be chaired by the Dean of Student Affairs.