

**California State Polytechnic University, Pomona Addendum
To CSU Systemwide Time, Place, and Manner Policy**

University Designee with Oversight and Enforcement Responsibility

Christina Gonzales, Vice President of Student Affairs and Dean of Students is the University administrative employee designated to serve as the Designated University Official for California State Polytechnic University, Pomona (Cal Poly Pomona) 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 Employees and the broader university community (including Students and Employees).

Designated University Law Enforcement Liaison

Jason Lu, Interim Director of The Bronco Leadership Center, 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 of this Policy and Addendum include:

Name	Title and Division	Contact Information	Policy Role
Amon Rappaport	Strategic Communications, Administrative Affairs	(909) 869-4379	Communications
Keith Forward	Interim Associate Vice President, Academic Planning, Academic Affairs	(909) 869-3621	Academic Affairs
Christina Gonzales	Vice President of Student Affairs and Dean of Students	(909) 869-3310	Dean of Students and Designated University Official
Hallie Lewis	Associate Vice President, Wellbeing & Support Services	(909) 869-2760	Student support & back up for TPM
Helen Yniguez	Director of Events and Special Projects	(909) 869-4799	Event Compliance and Coordination

Name	Title and Division	Contact Information	Policy Role
Jason M. Lu	Interim Director, Bronco Leadership Center	(909) 869-2841	Student organization events/demonstrations/T PM and Designated University Law Enforcement Liaison
Linh Dinh	Chief of Police, Administrative Affairs	(909) 869-3070	Police
Matthew Whinery	Sr AVP, Facilities, Planning & Management, Administrative Affairs	(909) 869-3047	Facilities
Rob Brock	Police Lieutenant, Administrative Affairs	(909) 869-3070	Police/Enforcement
Ysabel Trinidad	Administration and Finance Vice President and CFO	(909) 869-3019	Administrative Affairs

Cal Poly Pomona Operating Hours

No one shall enter or otherwise remain on University Property between the hours of 8:00 p.m. and 8:00 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

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

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

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
1.	Paved pedestrian walkways	8:00 a.m. to 8:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on non-commercial petitions	Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
2.	University Park (Outdoor Location 0033)	8:00 a.m. to 8:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on non-commercial petitions, in alignment with systemwide TPM policy	Public
3.	University Park - Stage (Outdoor Location 5037)	8:00 a.m. to 8:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on non-commercial petitions	Public
4.	Drama Department/Theatre (25)	For hours, and to request a reservation, visit this website: https://www.cpp.edu/class/theatre-new-dance/facility-rental-information.shtml	Performance events	Limited
5.	Bronco Student Center (35)	For hours, and to request a reservation, visit this website: https://asi.cpp.edu/facilities/facility-reservations/	Meetings, conferences, special events	Limited
6.	Bronco Recreation Intramural Complex (42)	For hours, and to request a reservation, please visit: https://asi.cpp.edu/facilities/facility-reservations/	Recreational activities and meetings	Limited
7.	Kellogg Arena (43)	Reservations are required. To request a reservation, please email lof@cpp.edu	Recreational activities, Special events	Limited

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
8.	Kellogg West Education/Dining (76)	For hours, and to request a reservation, visit this website: https://kelloggwest.com/	Weddings, Conferences, Meetings, Special Events	Limited
9.	Kellogg House(112)	For hours, and to request a reservation, visit this website: https://kellogghouse.com/	Weddings, Conferences, Meetings, Special Events	Limited
10.	Innovation Brew Works(220)	For hours, and to request a reservation, please visit: https://ibrewworks.com/	Food-related event events	Limited
11.	Activity Field 2 (Outdoor Location 0002)	Reservations are required. To request a reservation, please email lof@cpp.edu	Recreational activities	Limited
12.	Activity Field 3 (Outdoor Location 0006)	Reservations are required. To request a reservation, please email lof@cpp.edu	Recreational activities	Limited
13.	University Park - Vendor (Outdoor Location 5038)	8:00 a.m. to 8:00 p.m. Reservations are required and may be made here https://www.cpp.edu/blc/partners/vendor.shtml	Commercial	Limited
14.	Building One (1)	N/A	N/A	Non-Public
15.	Huntley College of Agriculture (2)	N/A	N/A	Non-Public
16.	Science Laboratory (3)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
17.	Biotechnology Building (4)	N/A	N/A	Non-Public
18.	College of Letters, Arts and Social Sciences (5)	N/A	N/A	Non-Public
19.	College of Education and Integrative Studies (6)	N/A	N/A	Non-Public
20.	College of Environmental Design (7)	N/A	N/A	Non-Public
21.	College of Science (8)	N/A	N/A	Non-Public
22.	College of Engineering (9)	N/A	N/A	Non-Public
23.	Art Department and Engineering Annex (13)	N/A	N/A	Non-Public
24.	Library (15)	N/A	N/A	Non-Public
25.	Engineering Laboratories (17)	N/A	N/A	Non-Public
26.	Traditional Halls - Encinitas Hall (20)	N/A	N/A	Non-Public
27.	Traditional Halls - Montecito Hall (21)	N/A	N/A	Non-Public
28.	Traditional Halls - Alamitos Hall (22)	N/A	N/A	Non-Public
29.	Traditional Halls - Aliso Hall (23)	N/A	N/A	Non-Public
30.	Music Building (24)	N/A	N/A	Non-Public
31.	University Plaza (26)	N/A	N/A	Non-Public
32.	Fruit/Crops Unit (28)	N/A	N/A	Non-Public
33.	W.K. Kellogg Arabian Horse Center (29)	N/A	N/A	Non-Public
34.	Agricultural Unit (30)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
35.	Poultry Unit/Poultry Houses (31)	N/A	N/A	Non-Public
36.	Beef Unit/Feed Shed (32)	N/A	N/A	Non-Public
37.	Feedmill (33)	N/A	N/A	Non-Public
38.	Meat Laboratory (34)	N/A	N/A	Non-Public
39.	Swine Unit/Shelters (37)	N/A	N/A	Non-Public
40.	Sheep/Wool Unit (38)	N/A	N/A	Non-Public
41.	Darlene May Gymnasium (41)	Reservations are required. To request a reservation, please email lof@cpp.edu	Recreational activities.	Non-Public
42.	Swimming Pool (44)	N/A	N/A	Non-Public
43.	Apparel Merchandising and Management (45)	N/A	N/A	Non-Public
44.	Health Services (46)	N/A	N/A	Non-Public
45.	Agricultural Engineering Tractor Shop(47)	N/A	N/A	Non-Public
46.	Custodial Offices (48)	N/A	N/A	Non-Public
47.	Training Center (49)	N/A	N/A	Non-Public
48.	Residence Suites - Vista Market (52)	N/A	N/A	Non-Public
49.	Residence Suites - Vista de las Estrellas (54)	N/A	N/A	Non-Public
50.	CPP Enterprises Administration Offices (55)	N/A	N/A	Non-Public
51.	Storage Building (56)	N/A	N/A	Non-Public
52.	Traditional Halls - Palmitas Hall (57)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
53.	Traditional Halls - Cedritos Hall (58)	N/A	N/A	Non-Public
54.	Traditional Halls - La Cienega Center (59)	N/A	N/A	Non-Public
55.	Residence Suites - Vista Bonita (60)	N/A	N/A	Non-Public
56.	Residence Suites - Vista del Sol (61)	N/A	N/A	Non-Public
57.	Residence Suites - Vista de las Montanas (62)	N/A	N/A	Non-Public
58.	Residence Suites - Luna (63)	N/A	N/A	Non-Public
59.	Rose Float Laboratory (64)	N/A	N/A	Non-Public
60.	Pesticide Building (65)	N/A	N/A	Non-Public
61.	Bronco Bookstore (66)	N/A	N/A	Non-Public
62.	Animal Health Science (67)	N/A	N/A	Non-Public
63.	Hay Barn (68)	N/A	N/A	Non-Public
64.	Los Olivos Commons (70)	N/A	N/A	Non-Public
65.	Traditional Halls - Housing Facilities Office (71)	N/A	N/A	Non-Public
66.	CenterPointe Dining Commons (72)	N/A	N/A	Non-Public
67.	Residence Hall - Sicomoro Hall (73)	N/A	N/A	Non-Public
68.	Residence Hall/University Housing Services Office - Secoya Hall (74)	N/A	N/A	Non-Public
69.	Procurement/Receiving (75)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
70.	Kellogg West Main Lodge (77)	N/A	N/A	Non-Public
71.	Kellogg West Addition (78)	N/A	N/A	Non-Public
72.	Collins College of Hospitality Management (79)	N/A	N/A	Non-Public
73.	Collins College of Hospitality Management (80)	N/A	N/A	Non-Public
74.	Facilities Management (81)	N/A	N/A	Non-Public
75.	Facilities Management Warehouse (82)	N/A	N/A	Non-Public
76.	Auto Shop (83)	N/A	N/A	Non-Public
77.	I-Poly High School (85)	N/A	N/A	Non-Public
78.	English Language Institute (86)	N/A	N/A	Non-Public
79.	Interim Design Center (89)	N/A	N/A	Non-Public
80.	Information Technology (91)	N/A	N/A	Non-Public
81.	Laboratory Facility (92)	N/A	N/A	Non-Public
82.	University Office Building (94)	N/A	N/A	Non-Public
83.	Cultural Centers (95)	N/A	N/A	Non-Public
84.	Campus Center (97)	N/A	N/A	Non-Public
85.	Classroom/Laboratory/Administration (98)	N/A	N/A	Non-Public
86.	Storage Building (99)	N/A	N/A	Non-Public
87.	Storage Building (100)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
88.	Police and Parking Services (109)	N/A	N/A	Non-Public
89.	Manor House (111)	N/A	N/A	Non-Public
90.	Guest House (113)	N/A	N/A	Non-Public
91.	Child Care Center (116)	N/A	N/A	Non-Public
92.	Student Services Building (121)	N/A	N/A	Non-Public
93.	MASA Building (150)	N/A	N/A	Non-Public
94.	College of Business Administration (162)	N/A	N/A	Non-Public
95.	College of Business Administration (163)	N/A	N/A	Non-Public
96.	College of Business Administration (164)	N/A	N/A	Non-Public
97.	Chilled Water Center Plant (193)	N/A	N/A	Non-Public
98.	University Village (200)	N/A	N/A	Non-Public
99.	John T. Lyle Center for Regenerative Studies (207)	N/A	N/A	Non-Public
100.	John T. Lyle Center for Regenerative Studies (208)	N/A	N/A	Non-Public
101.	Center for Regenerative Studies (209)	N/A	N/A	Non-Public
102.	John T. Lyle Center for Regenerative Studies (210)	N/A	N/A	Non-Public
103.	AGRIscapes/Farm Store (211)	N/A	N/A	Non-Public
104.	Edison SCE2 (215)	N/A	N/A	Non-Public
105.	Innovation Village SCE (216)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
106.	American Red Cross Headquarters (218)	N/A	N/A	Non-Public
107.	Edison SCE1 (219)	N/A	N/A	Non-Public
108.	Center for Training, Technology and Incubation (220)	N/A	N/A	Non-Public
109.	Army ROTC / Project Rebound (13B-D)	N/A	N/A	Non-Public
110.	Agriscapes (211A)	N/A	N/A	Non-Public
111.	Temporary Classroom A (24A-E)	N/A	N/A	Non-Public
112.	Rose Float (26A)	N/A	N/A	Non-Public
113.	W. Keith & Janet Kellogg University Art Gallery (35A)	N/A	N/A	Non-Public
114.	BioTrek Learning Center (4A)	N/A	N/A	Non-Public
115.	Kellogg West/Addition (76A)	N/A	N/A	Non-Public
116.	Collins College of Hospitality Management (79A)	N/A	N/A	Non-Public
117.	Collins College of Hospitality Management (79B)	N/A	N/A	Non-Public
118.	Environmental Health and Safety (81A)	N/A	N/A	Non-Public
119.	Carpenter Shop (82A)	N/A	N/A	Non-Public
120.	CLA Classrooms (98C)	N/A	N/A	Non-Public
121.	Innovation Hub (non-main CPP campus)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
122.	Innovation Orchard - Ganesha High School (non-main CPP campus)	N/A	N/A	Non-Public
123.	Farm Land (non-main CPP campus)	N/A	N/A	Non-Public
124.	Lanterman (non-main CPP campus)	N/A	N/A	Non-Public
125.	Spadra Farms (non-main CPP campus)	N/A	N/A	Non-Public
126.	Spadra Landfill (non-main CPP campus)	N/A	N/A	Non-Public
127.	Unlisted small lawns on CPP main campus. (Outdoor Location)	N/A	N/A	Non-Public
128.	Tennis Courts (1-8) (Outdoor Location 0001)	N/A	N/A	Non-Public
129.	Kellogg Stadium Track & Infield (Outdoor Location 0003)	N/A	N/A	Non-Public
130.	Scolinos Baseball Field (Outdoor Location 0004)	N/A	N/A	Non-Public
131.	Archery Field (Outdoor Location 0007)	N/A	N/A	Non-Public
132.	Activity Field 1 (Outdoor Location 0008)	N/A	N/A	Non-Public
133.	Building 43 - Kellogg Gym South Entry Patio (Outdoor Location 0009)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
134.	Building 41 - Darlene May Gym North Concrete (Outdoor Location 0013)	N/A	N/A	Non-Public
135.	Building 41 - Darlene May Gym South Lawn (Outdoor Location 0014)	N/A	N/A	Non-Public
136.	Building 7 - Courtyard (Outdoor Location 0016)	N/A	N/A	Non-Public
137.	Engineering Meadow (Outdoor Location 0017)	N/A	N/A	Non-Public
138.	East Entry Patio/Lawn at Bldg 7 (Outdoor Location 0018)	N/A	N/A	Non-Public
139.	Building 2 - Patio (Cowboy Corner) (Outdoor Location 0019)	N/A	N/A	Non-Public
140.	Building 2 - Courtyard (Outdoor Location 0020)	N/A	N/A	Non-Public
141.	Building 4 - Biotrek East Courtyard (Outdoor Location 0021)	N/A	N/A	Non-Public
142.	Courtyard btwn Bldg 3 & 4 (Outdoor Location 0022)	N/A	N/A	Non-Public
143.	Building 3 - Courtyard (Outdoor Location 0023)	N/A	N/A	Non-Public
144.	Building 8 - East Entry Patio (Outdoor Location 0024)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
145.	University Quad (Outdoor Location 0025)	N/A	N/A	Non-Public
146.	University Quad - Pancakes (Outdoor Location 0025P)	N/A	N/A	Non-Public
147.	Building 1 - Patio/Grass (Outdoor Location 0026)	N/A	N/A	Non-Public
148.	Building 1 - Front Entry Patio (Outdoor Location 0027)	N/A	N/A	Non-Public
149.	East Entry Patio Bldg 24 (Outdoor Location 0028)	N/A	N/A	Non-Public
150.	Recital Hall Patio Bldg 24 (Outdoor Location 0029)	N/A	N/A	Non-Public
151.	Performing Arts Theater Plaza (Outdoor Location 0030)	N/A	N/A	Non-Public
152.	University Plaza (Stables) (Outdoor Location 0031)	N/A	N/A	Non-Public
153.	Horseshoe Hill (Outdoor Location 0032)	N/A	N/A	Non-Public
154.	Building 15 - Library Patio 1 (Outdoor Location 0034)	N/A	N/A	Non-Public
155.	CLA - Paseo (Outdoor Location 0035)	N/A	N/A	Non-Public
156.	CLA - Front (Outdoor Location 0037)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
157.	Voorhis Park (Outdoor Location 0038)	N/A	N/A	Non-Public
158.	Voorhis Ecological Reserve (Outdoor Location 0039)	N/A	N/A	Non-Public
159.	Building 29 - Arabian Horse Center Plaza (Outdoor Location 0040)	N/A	N/A	Non-Public
160.	Building 29 - Arabian Horse Center Arena (Outdoor Location 0041)	N/A	N/A	Non-Public
161.	Building 209 - Regenerative Studies Ponds (Outdoor Location 0042)	N/A	N/A	Non-Public
162.	Building 209 - Regenerative Studies Entry (Outdoor Location 0043)	N/A	N/A	Non-Public
163.	Rose Garden (Outdoor Location 0053)	N/A	N/A	Non-Public
164.	Rose Garden - Gazebo (Outdoor Location 0053A)	N/A	N/A	Non-Public
165.	Rose Garden - Restrooms (Outdoor Location 0053F)	N/A	N/A	Non-Public
166.	Rose Garden - Woodchip Corner (Outdoor Location 0053G)	N/A	N/A	Non-Public
167.	Japanese Garden (Outdoor Location 0054)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
168.	Building 4 - Biotrek Ethnobotany Garden (Outdoor Location 0056)	N/A	N/A	Non-Public
169.	Activity Field Corner (Outdoor Location 0059)	N/A	N/A	Non-Public
170.	Building 4 - Terrace (Outdoor Location 0062)	N/A	N/A	Non-Public
171.	Park 98 Upper Patio (Outdoor Location 0063)	N/A	N/A	Non-Public
172.	Park 98 Lower Patio (Outdoor Location 0064)	N/A	N/A	Non-Public
173.	SSB Amphitheater (Outdoor Location 0121A)	N/A	N/A	Non-Public
174.	SSB East Wing Patio (Outdoor Location 0121E)	N/A	N/A	Non-Public
175.	AGRIscapes ALL (Outdoor Location 0211)	N/A	N/A	Non-Public
176.	Parking Lot B (Outdoor Location 0PKB)	N/A	N/A	Non-Public
177.	Parking Lot F (Outdoor Location 0PKF)	N/A	N/A	Non-Public
178.	Parking Lot G (Outdoor Location 0PKG)	N/A	N/A	Non-Public
179.	Parking Lot K (Outdoor Location 0PKK)	N/A	N/A	Non-Public
180.	Bldg. 95 - All (Outdoor Location 5005)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
181.	Bldg. 95 - Lawn (Outdoor Location 5005A)	N/A	N/A	Non-Public
182.	Bldg. 95 - Patio (Outdoor Location 5005B)	N/A	N/A	Non-Public
183.	Bronco Commons - All (Outdoor Location 5006)	N/A	N/A	Non-Public
184.	Bronco Commons - Field (Outdoor Location 5006A)	N/A	N/A	Non-Public
185.	Bronco Commons - Restrooms (Outdoor Location 5006B)	N/A	N/A	Non-Public
186.	Bronco Commons - Stage and Lawn (Outdoor Location 5006C)	N/A	N/A	Non-Public
187.	Bronco Commons - Sycamore Grove All (Outdoor Location 5006D)	N/A	N/A	Non-Public
188.	Building 15 - Library Patio 2 (Outdoor Location 5007)	N/A	N/A	Non-Public
189.	Building 164 - CBA Courtyard (Outdoor Location 5008)	N/A	N/A	Non-Public
190.	Building 3 - Patio (Outdoor Location 5009)	N/A	N/A	Non-Public
191.	Building 5 - Patio (Outdoor Location 5010)	N/A	N/A	Non-Public

	Place	Day and Time Available	Permitted Manner of Use	Type of Place
192.	Building 7 - Patio (Outdoor Location 5011)	N/A	N/A	Non-Public
193.	Building 8 - Lawn (Outdoor Location 5014)	N/A	N/A	Non-Public
194.	CLA - Registrar's Office Walkway (Outdoor Location 5016)	N/A	N/A	Non-Public
195.	CLA - Tables (Outdoor Location 5017)	N/A	N/A	Non-Public
196.	Engineering Center Court (Outdoor Location 5018)	N/A	N/A	Non-Public
197.	Gallery Lawn 1 (Outdoor Location 5020)	N/A	N/A	Non-Public

Scheduling and Registration Procedures

University Park Vendor scheduling

<https://www.cpp.edu/blc/partners/vendor.shtml>

Bronco Student Center and Bronco Recreational Intramural Complex hours and scheduling

<https://asi.cpp.edu/facilities/facility-reservations/>

Innovation Brew Works information and reservations: <https://ibrewworks.com/>

Kellogg House hours and requests

<https://kellogghouse.com/>

Kellogg West Hotel hours and room reservations

<https://kelloggwest.com/>

University Theatre events

<https://www.cpp.edu/class/theatre-new-dance/facility-rental-information.shtml>

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.

For complete policies on posters, signs, banners, and chalking, please visit the [Free Speech @ CPP policies page \(cpp.edu\)](https://cpp.edu/free-speech).

POSTERS, SIGNS, BANNERS, AND CHALKING

Requests to communicate via chalking will be considered only from registered student organizations (RSOs), state-sponsored student programs and organizations, Cal Poly Pomona affiliated departments and auxiliary organizations, and those off-campus individuals or organizations that are co-sponsored by a recognized University organization.

The Division of Student Affairs maintains administrative responsibility for all posting and chalking on campus.

CHALKING

A. Time: Daily, 8 a.m. to 8 p.m., except for current Cal Poly Pomona registered students, RSOs, staff, and faculty who may chalk at any time in conformity with this policy.

B. Place:

a. Chalking is permitted only on flat, horizontal, exterior surfaces, such as sidewalks and plazas. Chalking must be located at least 20 feet away from building entrances and may not be located under an overhang, canopy, or other cover.

b. Chalking is prohibited in all other locations, including but not limited to: stairs, structures, buildings, walls, fences, gates, steps, windows, posts, lawn areas, railings, trees, signs, traffic control signs, vehicular roadways, bike lanes, utility poles, construction fences, vehicles, in planted garden areas or flowerbeds, newspaper racks, campus directories, within ponds or fountains, or on trash or recycle bins.

C. Manner: The form of chalk must be washable with water. Spray chalk is NOT allowed. Requests to chalk must conform to the following procedures:

a. A request to chalk, including date(s), location, the name of the responsible individual(s) or organization(s) and a commitment to clean and remove the chalking (following university guidelines) must be submitted to The Bronco Leadership Center (leadership@cpp.edu) at least two weeks prior to the date requested.

b. Those who chalk, like those who post temporary signage, shall identify the organization(s), group(s) or individual(s) responsible for the chalking on the chalk-marked sign. Message content will not be considered in University or ASI reviews of requests to chalk.

c. Chalking must not unreasonably interfere with pedestrian traffic. A five-day maximum duration must be observed. Removal must be scheduled to avoid disruption of campus activities.

d. Should the responsible individual/organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by the University and charged to sponsor(s).

POSTING AND SIGNAGE

- A. Time:** Daily, 8 a.m. to 8 p.m. Except for current Cal Poly Pomona registered students, RSOs, staff and faculty, who may distribute at any time in conformity with this policy.

B. Place:

a. General Use Public Bulletin Boards – Posting is permitted on any “General Use Public Bulletin Board.” Such boards are located in the hallways and public areas of most campus buildings. Check with the appropriate Dean’s office, department or division for questions on posting procedures and locations of general use public bulletin boards. General use public bulletin boards will be completely cleared off once a quarter. Posters and signs must not exceed 11”x17” and only one poster or sign per group or individual may be placed on any one general use public bulletin board. Material may not overlap other posters and signs, and must be fastened with tacks or staples – NO TAPE may be used.

b. Staked temporary signs are not to exceed 8.5”x11” and may be placed on surveying stakes, not to exceed 36” in height. Staked temporary signs are to be placed in shrub areas. They are not allowed to be placed on lawn areas. Violations will result in the removal and disposal of the signs without notification.

c. Signs, posters and flyers may not be wrapped around or attached to trees or any campus structures without prior written approval by The Bronco Leadership Center (leadership@cpp.edu).

d. Posters and signage may not be placed on the outside of buildings (walls, doors, windows, roofs or steps) or on interior doors, windows, walls, floors or ceilings. Posters and signage may not be placed on trees, utility poles, traffic control signs, trashcans, fences, in planted garden areas or flowerbeds, non-general/non-public use bulletin boards, newspaper racks or hillsides. Posters and signage may not obstruct the entrances or exits of buildings or the line of vision to vehicular or pedestrian traffic. Posting of signage on vehicles without the owner’s permission is not permitted. No posting is permitted on campus directories, within ponds or fountains, trash or recycle bins. Signs of any nature on any classroom chalkboard, bulletin board, dry-erase board, or any other surface are prohibited and violate this policy.

e. A Frames (or Sandwich Boards) maximum size is 4’x4’; A frames may not be placed on lawns or shrub areas; may not restrict access to sidewalks or building entrances; and signs may not be locked to buildings, handrails, or other fixtures or structures.

f. Banners (not to exceed 3’x6’) will require a Service Request submitted no less than two weeks in advance to Facilities, Planning, and Management (fmcustomer@cpp.edu). The Bronco Leadership Center (leadership@cpp.edu) will approve all banners.

- B. Manner:** Signage (signs, posters, and flyers) may be posted on campus, subject to the following guidelines and limitations.

a. Temporary signage shall clearly identify the date of posting. To aid the University in maintaining an uncluttered and attractive campus, the organization or persons responsible for the posting of the signage shall identify themselves and provide contact information on the signage.

b. All posters, flyers, A Frames boards, and signs must include the name(s) of the organization or persons responsible for the posting and their contact information. All posters, flyers and signs without this information will be removed.

- c. The organization or person responsible for placing signage shall be responsible for its removal no more than two weeks after its posting or, if it is advertising an event, when the event is over. In order to ensure maintenance of an uncluttered, attractive and safe campus, the University otherwise reserves the right to remove signage (non-commercial and commercial) if it is not in compliance with University policy, if it has been posted for more than two weeks, or if the event it advertises has taken place, whichever comes first. Signage may also be removed when damaged, displaced or weathered so that it is no longer legible. Organizations or persons who fail to remove signage in a timely manner may be held responsible for the cost of its removal.
 - d. Staked temporary signs may not advertise for longer than one week. Both stakes and signs must clearly identify the name of the organization sponsoring the activity. Violations will result in the removal and disposal of the signs without notification.
 - e. A frames boards for Rush Week and ASI Elections must be registered following University Scheduling protocols. No A Frames boards may be displayed longer than 7 days and must be picked up within one day after the related event ends. A Frames boards must be maintained in good working condition by sponsoring group.
 - f. All A Frame boards must be registered following University Scheduling protocols. Maximum time limit for display is one semester and signs must be maintained in good working condition by sponsoring group.
 - g. Posting of signage is subject to the following additional location-specific guidelines:
 - h. Residence Halls and Grounds – permission is granted consistent with on-campus Housing policies.
 - i. Library, inside bulletin boards – Dean of Library Services’ approval needed, following review for compliance with Library policy.
 - j. University Union – permission granted consistent with University Union Facilities policies.
 - k. Employee Relations Bulletin Boards in Various Buildings – As agreed through collective bargaining agreements.
 - l. Placement of signage is subject to review by Facilities, Planning and Management (fmcustomer@cpp.edu) or The Bronco Leadership Center (leadership@cpp.edu) for interference with or disruption of university operations, and safety regarding size, format and placement.
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- A. Flying of Unmanned Aircraft System (UAS) (also known as a drone) from, on or around University Property without the express written approval of the University. Permission granted by Joe Encarnacion, Risk Management, encarnacion2@cpp.edu.
 - B. Use of University Property for commercial purposes unless prior written permission has been obtained from the University. Permission granted by Katelyn Wong, License of Facilities, lof@cpp.edu.
 - C. Use of 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.

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

- Completed Activities
 - Training on Free Speech and Title VI for Library Faculty/Staff - August 8, 2024
 - Training for Free Speech and Title VI for Library Student Staff - August 11, 2024
 - Training for Student Affairs MPPs - August 13, 2024
 - Briefing for Student Affairs Student Assistants - August 14, 2024
- Planned Activities
 - Pamphlets on Free Speech @ CPP at New Student Convocation - August 20, 2024
- Upcoming Activities
 - Student organization supplemental training on Free Speech - mid-September, 2024
 - Staff Free Speech and Title VI training utilizing interactive training sessions - October-November, 2024
 - Integrating Free Speech and Title VI issues with upcoming Title IX presentations for student organizations - late Fall 2024
 - Free Speech, Title VI, and additional resources in New Student Online Orientation modules - January 2025

Resources for Mental Health and Trauma Support for Employees and Students

Students

Care Center

Building 97, First Floor
(909) 869-5071

carecenter@cpp.edu

<https://www.cpp.edu/carecenter/>

Counseling & Psychological Services (CAPS)

Building 66, Suite 116
Main line: (909) 869-3220

Crisis counseling (24/7): (909) 869-3220, then press “2”

caps@cpp.edu

<https://www.cpp.edu/caps/>

Survivor Advocacy Services

Building 66, Room 117C & 117D
(909) 869-3102

survivoradvocacy@cpp.edu

<https://www.cpp.edu/survivoradvocacy/index.shtml>

Staff and Faculty

Employee Assistance Program

For those in need of additional support resources, staff, their dependents, and permanent household members may contact CPPLifeMatters by Empathia.

CPPLifeMatters is available on a live basis, 24 hours a day/7days a week

(800) 367-7474

<https://www.cpp.edu/employee-assist/index.shtml>.

Recognized Student Organizations

[Student Organization Conduct Process \(cpp.edu\)](#).