

Santa Barbara City College

Event Scheduling and Distribution of Literature Regulations

1. Notification regarding the scheduling of events and/or distribution of literature must be provided to the Office of Student Life a minimum of three (3) days in advance of the activity. Space availability is determined on a first come - first serve basis with SBCC organizations having priority placement.

Groups/Organizations may hold events or distribute materials only from the following locations: Main Campus Locations: Friendship Plaza, Campus Center Patio (across from the Cafeteria), and West Campus Walk Way (across from the Library). In the event of rain, dates will be rescheduled. Approved vendors selling products or services and "for profit" organizations will be charged \$100 per day (8am-4:30pm).

2. Tables may be requested for the event. At least one (1) week advance notification is required to guarantee table availability for placement on the West Campus.
3. Tables must not disrupt traffic or block entrances or exits. Any displays or materials must be on or behind the table due to space limitations.
4. Tables may not be left unattended. At the conclusion of the event, all tables, chairs and other materials must be returned to their designated areas.
5. Individuals disseminating materials must pick up after themselves and the individuals receiving the materials.
6. Materials that are obscene, libelous or slanderous according to current legal standards, or which so incite students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, are prohibited.
7. The name of the sponsoring individual or group must be clearly displayed on the table.
8. Publicity stunts must be approved in advance.
9. Approved non-college individuals/groups will be limited to no more than one (1) event per week.
10. Credit card companies are prohibited from offering gifts to students for filling out credit card applications. Credit counseling information must be available at the table.
11. Santa Barbara City College Main is a smoke free campus, and smoking is allowed only in designated smoking areas. Designated smoking areas are clearly marked with signs and and/or red benches.
12. No animals.
13. All food sales, except bake sales, require a permit from the Santa Barbara County Health Department. Go to: www.sbcpd.org/ehs and select "Temporary Food Facility". Then "Temp. Food Booth Appl." The County permit application requires two (2) weeks for processing.
14. Parking on the SBCC Main campus is by permit only. Permit dispensers are on the lower lots of West Campus. The cost is \$5 per day. Vendor Permits will not be given out by the Office of Student Life. Parking permits are not required for the Wake and Schott Centers.
15. Noncompliance with the aforementioned regulations will result in revocation of privileges.

RULES SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE

(PLEASE COMPLETE OTHER SIDE)