

**California State University, Dominguez Hills Addendum  
To CSU Systemwide Time, Place, and Manner Policy**

**University Designee with Oversight and Enforcement Responsibility**

Dr. Bobbie Porter, Vice President and Campus Diversity, Equity, and Inclusion Officer, is the university administrative employee serving as the Designated University Official for California State University, Dominguez Hills 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 staff and the broader university community (including Students and Employees).

**Designated University Law Enforcement Liaison**

Mr. Carlos Velez, Chief of Police, is the university administrative employee serving 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 include:

Name	Title and Division	Contact Information	Policy Role
Dr. Matt Smith	Senior Associate VP of Student Life/Dean of Students, Student Affairs	310-243-2685 mattsmith@csudh.edu	Student Affairs Engagement Liaison
Monica Ponce	Associate VP, Human Resources, Administration and Finance	310-243-2283 mponce@csudh.edu	Staff Relations Liaison
Dr. Corinne Martinez	Interim Associate VP, Faculty Affairs and Development, Academic Affairs	310-243-2072 comartinez@csudh.edu	Faculty Engagement Liaison
Bill Chang	Associate VP/Deputy CIO, Information Technology	310-243-2369 bchang@csudh.edu	Technology Officer and Support Liaison
Dr. Tiffany Herbert	Associate VP for Health and Well-Being, Student Affairs	310-243-3818 therbert@csudh.edu	Health and Wellness Officer and Support Liaison

Carlos Velez	Chief of Police	310-243-2009 cvelez@csudh.edu	University Police Liaison
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### **California State University, Dominguez Hills Operating Hours**

No one shall enter or otherwise remain on University Property between the hours of 11:00 p.m. and 7:00 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**

Access to and use of 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.

For purposes of this Addendum the following terms shall apply, as set forth in the CSU's Systemwide Time, and Manner Policy:

#### **A. Public Areas**

A 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.	West Walkway – adjacent to the Loker Student Union	7:00 a.m. to 11:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions	Public
2.	East Walkway – adjacent to the Loker Student Union	7:00 a.m. to 11:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions	Public
3.	North Lawn - Front of the Loker Student Union and between Innovation and Instruction and Welch Hall	7:00 a.m. to 11:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions	Public

4.	Sculpture Garden – adjacent to the University Theater	7:00 a.m. to 11:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions	Public
5.	Palm Courtyard – back of the Loker Student Union	7:00 a.m. to 11:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions	Public
6.	Welch Hall – Administration Building	N/A	N/A	Non-Public
7.	College of Education Building	N/A	N/A	Non-Public
8.	Innovation & Instruction Building	N/A	N/A	Non-Public
9.	Leo F. Cain Library	N/A	N/A	Non-Public
10.	Library Addition	N/A	N/A	Non-Public
11.	Student Health Center	N/A	N/A	Non-Public
12.	Loker Student Union	N/A	N/A	Non-Public
13.	LaCorte Hall	N/A	N/A	Non-Public
14.	University Theater	N/A	N/A	Non-Public
15.	Natural Science's and Mathematics Building	N/A	N/A	Non-Public

16.	Science and Innovation Building	N/A	N/A	Non-Public
17.	Gymnasium	N/A	N/A	Non-Public
18.	Swimming Pool Area	N/A	N/A	Non-Public
19.	Housing Phase I	N/A	N/A	Non-Public
20.	Housing Phase II	N/A	N/A	Non-Public
21.	Housing Phase III	N/A	N/A	Non-Public
22.	Physical Plant	N/A	N/A	Non-Public
23.	Central Plant Complex	N/A	N/A	Non-Public
24.	South Academic Complex	N/A	N/A	Non-Public
25.	Extended Education Building	N/A	N/A	Non-Public
26.	California Academy of Mathematics and Science Complex	N/A	N/A	Non-Public
27.	Child Development and Infant Toddler Center	N/A	N/A	Non-Public
28.	Classroom Village Complex	N/A	N/A	Non-Public

29.	South Activity Field	7:00 a.m. to 11:00 p.m.	Non-amplified speech and expression, including solicitation of signatures on noncommercial petitions	Limited Area
30.	Sports Fields – Track, Baseball, Softball, Soccer	N/A	N/A	Non-Public
31.	University Tennis Courts	N/A	N/A	Non-Public
32.	Orthotics & Prosthetics/Los Alamitos Facility	N/A	N/A	Non-Public

### **Scheduling and Registration Procedures**

Procedures for reservations and scheduling of venues may vary depending on the type of facility. Detailed information on how to reserve a specific campus venue for events and activities is available at [Venue Reservations \(csudh.edu\)](http://venue.reservations.csudh.edu). The University and/or its auxiliary organizations may charge for its property's use in accordance with established fee schedules. Information concerning internal venue use policies and rates is also available online.

### **Activities and Uses on University Property Requiring Written Permission**

The following activities and uses are prohibited unless the appropriate University official's written permission is obtained or as otherwise provided in each Campus Addendum.

#### A. Posters, Signs, Banners, and Chalking

The primary objective of these regulations is to ensure that CSU Dominguez Hills maintains an appearance appropriate to a university campus while providing members of the greater university community with a maximum publicity outlet. Cooperation is essential to creating an environment for students, organizations, staff, and visitors. The University reserves the right to determine time, place and manner for all items related to posting information. Organizations currently recognized by or registered with the University, campus committees and commissions, individual students, faculty, and staff are allowed to publicize on campus, providing they comply with the regulations established by the University. Publicity for off-campus entities and personal notices are regulated by the [Office of Student Life](#) and shall be restricted to the following areas:

#### Social Behavioral Sciences Building (Second Floor)

- a. One board between a display case and the fire alarm on the SW B corridor

- b. One board next to a vending machine next to classroom B231 on the SE B corridor
- c. One board next to room B231 on the SW B corridor

**Signs:**

Signs are allowed to be posted in non-turf/lawn areas such as flower beds or unplanted areas provided that no wooden stakes or posts are used. No sticks or poles to be utilized to support handheld signs, flags, banners, etc. No signs are allowed to be taped to any campus buildings, directory signs, fences, railings, or exterior light poles. Any signs found fastened with tape or posted with metal or wooden stakes may be removed and may not be returned. Facilities Services shall not be responsible for returning signs that violate our “no tape” or “no stake” guidelines. Common prefabricated signs that come with two-legged wire that is #10 or # 8 gauge that can be easily pushed into the ground and easily removed without disturbing the soil/landscape area and shall be limited to 10 signs that are evenly distributed across the campus. Use of metal or wooden stakes for postings in the ground are prohibited. All lawn stakes must be approved by the [Office of Student Life](#).

**Banners:****Temporary Banners:**

Large or major campus events often require posting information in large font sizes so that people can read the information from a distance. The University does not allow for banners to be placed at various entrances/exits to the campus. Campus departments and programs must contact Facilities Services and receive approval and support in hanging their banners, while student organizations must work with the Office of Student Life to receive approval and support. Banners designed for use in these locations must not exceed a maximum size of four (4) feet in height and eight (8) feet in length.

**Permanent Banners and Display Cases:**

Approval for placement of permanently mounted banners and display cases must be obtained from the Managing Administrator (i.e., Deans, Directors) and their Vice President (i.e., Provost, Vice President for Student Affairs). The managing administrator and Vice President have the primary responsibility for management of the building (see University Buildings section). Once approval is received, for the space desired, coordinate with Facilities Services for installation. The cost of the banner or bulletin board and installation is the responsibility of the organization.

**Chalking:**

Chalking is permitted on sidewalks provided that chalking must be at least 20 feet away from the building entrances and may not be conducted on any sidewalk under an overhang, canopy, or other cover. No chalking is permitted on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, in newly planted garden areas, flowerbeds, or newspaper racks.

**TIME:**

All posted material may be posted for a period of fourteen (14) calendar days. The "POSTING VALID THRU " stamp available through the Office of Student Life must be clearly visible on the

face of the posting. Exceptions must be requested and approved by the Office of Student Life. All posters, flyers, banners, and signs must include a statement of non-affiliation with CSU Dominguez Hills to receive a date stamp at the Office of Student Life. The stamp does not regulate the content of the flier, nor the actions and opinions of the entity seeking approval and does NOT necessarily reflect those of the students, faculty, or administration of CSU Dominguez Hills.

## **PLACE:**

### **Designation Posting Areas**

A listing of Bulletin Boards and a map of locations is available in the Office of Student Life. Bulletin Boards inside the Student Union are reserved for Student Organizations and Campus Departments Only. CSU Dominguez Hills reserves the right to relocate Bulletin Boards in the event of construction or related activities to Facilities work.

### **Bulletin Boards**

1. Items posted on designated bulletin boards by Student Organizations and campus departments must:
  - a. be at least 4 x 6 inches
  - b. not exceed 11 x 17 inches
2. Items posted on designated bulletin boards by others must:
  - a. be at least 4 x 6 inches
  - b. not exceed 8 1/2 x 14 inches
3. Only one item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesives (tape, glue, stickers, etc.) may not be used on any bulletin board or painted surface.
4. Before publicity posting, all student organizations must have event approval and confirmation of space reserved.

### **Railings**

1. All metal walkway railings are available for posting except for railings on the South (Vendor) Walkway and the Special Event Railing which overlooks the Sculpture Garden from the Student Union.
2. Use of Welch Hall railings is subject to prior written approval via the Posting Approval Form, accessible through the Office of Student Life, Student Union Administrative Offices, and online on these two departments' websites.
3. Items posted on designated railings must be at least 11 x 17 inches but not exceed 3 x 8 feet and appear neat and professional. All items displayed on railings must use zip ties and reinforcement tape, provided free of charge to University recognized and registered student organizations from the Office of Student Life. Adhesives (tape, glue, stickers, etc.) may not be used on any railings. Items not properly mounted or posted in areas not designated for posting will be removed and may result in loss of posting privileges for organizations and departments guilty of these violations.



4. Items extending beyond the top of the railings must receive prior approval from the Office of Student Life. No item should extend greater than 18 inches above the railing top and should be no longer than 24 inches.

### **University Buildings**

The administrative entity responsible for University buildings would have authority to approve posting within buildings, including classroom bulletin boards, railings, and free-standing 18 structures and designated as follows:

### **Building Managing Administrator**

School of Education	Dean, College of Education
Social and Behavioral Sciences	Dean, College of Natural and Behavioral Sciences
Natural Science and Mathematics	Dean, College of Natural and Behavioral Science
South Academic Complex	Provost and Vice President of Academic Affairs
University Library	Dean, University Library
Gymnasium and Field House	Director of Athletics
LaCorte Hall	Dean, College of Arts and Humanities
Loker Student Union	Director of Loker Student Union
University Theatre	Dean, College of Arts and Humanities
Student Health Center	Director of Student Health
Child Development Center	Associated Students, Inc.
College of Continuing and Professional Education	Dean, College of Continuing and Professional Education
Welch Hall	Vice President of Administration and Finance.
Infant and Toddler Center	Executive Director, University Foundation
University Housing	Housing Director
Classroom Village	Provost and Vice President of Academic Affairs
Science and Innovation Building	Dean, College of Natural and Behavioral Science
Innovation & Instruction Building	Dean, College of Business Administration and Public Policy

- B. No Unmanned Aircraft System (UAS) (also known as a drone) may be flown from, on or around University Property without the express written approval of the University Police Services.
- C. Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained from the University Procurement and Contracts Department.
- D. 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.

## E. Additional activities and uses

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

These educational programs and activities at CSUDH are designed not just to inform, but to create a respectful, inclusive atmosphere where free speech can be exercised safely and constructively. The educational programs and departments are committed to the support activities listed below.

#### **Educational Programs**

- [Student Psychological Services \(SPS\)](#)
- [Office of Student Life \(OSL\)](#)
- [Office of Community Standards \(OCS\)](#)
- [Toro CARE \(TC\)](#)
- [University Police Department \(UPD\)](#)
- [Emergency Operations Center \(EOC\)](#)
- [Cultural and Identity Centers \(CICs\)](#)
- [Negotiation, Conflict Resolution and Peacebuilding Program \(NCRP\)](#)
- [Faculty Development Center \(FDC\)](#)
- [Associated Students, Inc. \(ASI\)](#)
- [Student Affairs Division \(SA\)](#)
- [Division of Diversity, Equity, Inclusion, and Justice \(DEIJ\)](#)
- [Office of Equity and Inclusion \(OEI\)](#)

#### **Activities to Support Balance**

- **Workshops and Seminars on Free Speech (OSL) (CICs) (FDC) (ASI) (SA) (DEIJ) (OEI)**
  - The history, laws, and ethical considerations surrounding free speech.
  - Increase understanding of free speech rights and responsibilities among students and staff.
- **Classes on Civil Rights and Civic Responsibilities (NCRP) (FDC)**
  - Examine civil rights history and law, including the balance of civil liberties and student safety.
  - Raise awareness of the legal and social frameworks that govern free speech.
- **Bias and Sensitivity Training (DEIJ) (OEI) (OCS)**
  - Understanding diverse perspectives and the potential impact of speech.
  - Promote a culture of respect and inclusion within diverse campus
- **Safe Spaces for Discussion (ASI) (FDC) (DEIJ) (CICs) (NCRP) (OSL)**
  - Facilitate groups or environments where students can discuss difficult issues in a non-judgmental setting.
  - Promote understanding and processing of complex emotional responses to speech.
- **Clear Communication and Policies (ASI) (SA) (OSL) (DEIJ)**

- Clear guidelines on the parameters of free speech activities, protest, and counter-protest.
- Ensure transparency and consistency in how free speech rights are upheld.
- **Regular Training for Campus Security (UPD) (EOC)**
  - Training on protest management, non-violent de-escalation techniques, and understanding free speech rights.
  - Prepare campus stakeholders to respond appropriately to free speech activities.
- **Crisis and Risk Management Teams (UPD) (EOC)**
  - Teams to manage and de-escalate situations that may arise from free speech events.
  - Proactively address safety concerns and maintain order.
- **Inclusivity Programs (DEIC) (CICs) (OEI) (TC) (ASI) (OSL) (SA) (FDC)**
  - Long-term initiatives designed to foster an inclusive campus environment, reducing the likelihood of conflict.
  - Promote diversity, equity, and inclusion as fundamental campus values.
- **Campus Engagement Team (CICs) (LEAD Team) (ASCSUDH) (DEIJ) (UPD)**
  - Long-term initiative designed to implement a cross-divisional approach to strengthen our current efforts to support students by creating a leaning and social environment that affirms the 1st Amendment rights of students and employees
  - A coordinated effort between Student Affairs, Academic Affairs, Diversity, Equity, Inclusion and Justice, and Campus Police to guide students with organizing and carrying out campus activities.

## **Resources for Mental Health and Trauma Support for Employees and Students**

### **Student Psychological Services (SPS)**

Provides individual therapy, group therapy, crisis intervention, and a range of workshops to support mental health and well-being. [Student Psychological Services \(csudh.edu\)](https://www.csudh.edu/psychservices/)

Dr. Denna Sanchez, Director

[psychservices@csudh.edu](mailto:psychservices@csudh.edu)

310-243-3818

### **Employee Assistance Program (EAP)**

Provides confidential counseling, referrals for specialized care, and support for work-life balance. EAP assists employees in managing stress, anxiety, and trauma related to protests and other disruptions. For more information, please visit the [Life Matters Website](#)

- Employee Code: contact HRM at (310) 243-3771 to obtain code.
- Contact Life Matters 24/7 at 1-800-367-7474.
- EAP LifeMatters services are for stateside employees only.

### **Meditation and Mindful Apps:**

- [HAPPIFY](#): This is an app and website designed to help users overcome negative thoughts, stress, and life's challenges using evidence-based solutions.
- [SANVELLO](#): This is an app that provides strategies for managing stress, anxiety, and depression. You can also track your mood throughout the day and learn calming tips.

- [STOP, BREATHE, & THINK](#): Cope with stress by managing your breathing. The app offers a variety of exercises and information on the effects of stress on the body.

#### **Training for Faculty and Staff and Students**

- Mental Health First Aid (MHFA) is a course that teaches participants how to identify, understand and respond to signs of mental and substance use disorders. Contact Student Psychological Services for more information and for course schedules [Student Psychological Services \(csudh.edu\)](#) or 310-243-3818.

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#### **Recognized Student Organizations**

- [Club \(csudh.edu\)](#)