

**CSUSM Addendum
To CSU Systemwide Time, Place, and Manner Policy**

University Designee with Oversight and Enforcement Responsibility

Dr. Sarah Villarreal, Chief of Staff to the President, is the University administrative Employee designated to serve as the Designated University Official for CSUSM 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

Dr. Norma Larios, Interim AVP & Dean of Students, 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 list of response team members for matters related to implementation and enforcement includes:

Name	Title	Division	Contact Information	Policy Role
Dr. Sarah Villarreal	Chief of Staff	Office of the President	svillarr@csusm.edu	University Designee with Oversight and Enforcement Responsibility
Dr. Viridiana Diaz	VP of Student Affairs	Student Affairs	vdiaz@csusm.edu	Policy administration and oversight for students
Mr. Jesus Flores	AVP for Campus Safety & Chief of Police	Finance & Administrative Services	jflores@csusm.edu	Campus safety, security, and emergency response
Dr. Erika Gravett	AVP for Human Resources	Finance & Administrative Services	egravett@csusm.edu	Policy oversight and response for staff and administrators

Ms. Michelle Hunt	AVP for Faculty Affairs	Academic Affairs	mihunt@csusm.edu	Policy oversight and response for faculty
Dr. Norma Larios	Interim AVP & Dean of Students	Student Affairs	nlarios@csusm.edu	Designated University Law Enforcement Liaison and conduct oversight for students
Ms. Giselle Luevanos	Senior Director, Communication & Marketing	Office of the President		Official university response and communication
Mr. Tony Pang	Director of Student Leadership & Engagement	Student Affairs	apang@csusm.edu	Policy oversight and response with student organizations
Ms. Jennifer Ralph	Emergency Manager	Finance & Administrative Services	jralph@csusm.edu	Designated Emergency Manager
Ms. Ariel Stevenson	Deputy Chief Diversity Officer	Office of Inclusive Excellence	astevens@csusm.edu	Policy administration oversight for campus employees and faculty
Mr. Leon Wyden	Chief Financial Officer & VP of Finance & Administration	Finance & Administration	lwyden@csusm.edu	Policy administration and campus security oversight

CSUSM Operating Hours

No one shall enter or otherwise remain on University Property between the hours of 12:00 am and 6:00 am 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 the University Property without any appreciable delay. This prohibition shall not apply to persons passing through 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 and 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. Other Buildings and Grounds rules and regulations may be adopted and amended from time to time.

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

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. However, existing reservations take priority over spontaneous activities.

B. Limited Areas

A Limited Area is a 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 Public 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 and lawns on university property including: Kellogg Plaza, Forum Plaza, Chavez Plaza. If the Plaza is reserved, the space is not available for spontaneous free speech	7am-10pm (Demonstrations and amplified speech) 6am-Midnight (Non-amplified speech)	Time-restricted amplified speech and expression, including solicitation of signatures on noncommercial petitions	Public
2.	Classrooms	7am-10pm	Workshops, conferences, meetings, events, and trainings	Limited-Public
3.	University Student Union	Posted Operation Hours	Workshops, conferences, meetings, events, and trainings	Limited-Public
4.	Kellogg Library; Sports Center; Clarke Field House; McMahan House; Extended Learning Building; Athletic Fields	7am-10pm	Workshops, conferences, meetings, events, and trainings	Limited-Public

5.	<p>Any reservable space through 25Live</p> <p>https://www.csusm.edu/events/contactus/index.html</p> <p>Examples include:</p> <p>Academic Hall; Markstein Hall; Science Halls 1&2; Social & Behavioral Sciences Building; University Commons; University Hall; Veterans Center; Viasat Engineering Pavilion</p>	7am-10pm	Workshops, conferences, meetings, events, and trainings	Limited-Public
6.	<p>Operational and Administrative Areas</p> <p>Examples include:</p> <p>Administrative Building; University Commons; Student Health and Counseling Services; University Police Department; Central Plant; University Services Building (including shops and yard); Center for Children and Families</p>	N/A	N/A	Non-Public
7.	All Temecula & Chula Vista class sites	N/A	N/A	Non-Public
8.	All Campus Housing including Quad; University Village Apartments; North Commons; Block C	N/A	N/A	Non-Public

9.	All offices; CSUSM Fire Lanes; ADA Path of Travel; Parking lots and parking structures	N/A	N/A	Non-Public
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Public Meetings, Performances, Rallies, Demonstrations or Similar Events

Demonstrations, rallies, and other public events may not unduly disrupt the business of the University or its educational mission. They may not be conducted in or within the immediate vicinity of classrooms, offices, residence halls, athletic or recreational fields or facilities, or reception areas, so as to disrupt the operations and users of those facilities.

Amplified sound, instruments, or noise makers also may not disrupt classes, events, or normal operations of the campus. If complaints or disruptions are reported, the demonstrators will be asked to lower their volume, relocate, or discontinue the use of amplified sound, instruments, or noise makers. See above table for time restrictions on amplified sound in allowable locations.

As noted in the CSU Systemwide Time, Place and Manner policy, demonstrations may not occur in parking lots, structures, driveways, or streets as these areas must remain clear at all times for emergency vehicles and safe access.

During certain University-wide events (e.g., commencement, open house events, orientation, convocation, and homecoming), priority will be given to those event-related activities over other activities that are not related to prioritized University events.

Scheduling and Registration Procedures

To reserve space, you can visit the following webpage:
<https://www.csusm.edu/events/contactus/index.html>

Activities and Uses on University Property Requiring Compliance with Specific Requirements and/or Written Permission

The following activities and uses are prohibited unless they comply with specific requirements and/or prior written permission from the appropriate University official is obtained or as otherwise provided in each Campus Addendum.

- A. Posters, Signs, Banners, and Chalking Posting, must follow the posting policy:
<https://csusm.policystat.com/policy/8016057/latest/>.
- B.
 - 1. Posting Policy: Banners or signage must comply with the posting policy. They cannot be hung from buildings, parking structures, or bridges. If they are not hung in accordance with the policy, banners will be removed immediately.

2. Prohibited Areas: Posting materials on campus is strictly limited to designated areas. It is prohibited to post on building surfaces (including walls, doors, windows, and any vertical or non-concrete surfaces), outdoor structures (such as fences, handrails, light poles, utility poles, and signage), and campus fixtures or equipment (including benches, tables, trash and recycling bins, vending machines, and public art installations). Posting is also not allowed on natural features (such as trees, shrubs, and landscaped areas) or on vehicles. Additional specific non-designated areas include the pedestrian bridge near the Extended Learning Building and any construction zones.
 3. Banners: Banners may only be placed in approved railing locations (see below). No more than three identical banners may be displayed on campus at any given time. All banners must be made of durable, weather-resistant materials suitable for outdoor use, and must be securely fastened with zip ties. Dimensions are limited to a maximum of three feet in height and six feet in width.
 4. Railings: Campus railings serve as designated display areas for temporary banners. Use of railings is limited to approved railing locations and must follow university guidelines to ensure safety, accessibility, and visual consistency. They must not obstruct pedestrian pathways or emergency access routes. *Approved Railing Locations:* Parking Structure 1 Bridge (section nearest to Campus Level), Science Hall 2 on Campus Level, Chavez Plaza near staircase, Founders Plaza, Academic Hall Lower Patio and Tree, University Hall Plaza.
- C. 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 Chief of Police.
- D. Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained from the University Event and Conference Services.
- E. The flying of flags on the flagpole located in the cul-de-sac of Campus Way, commonly referred to as the Spirit Flagpole, is exclusively reserved for official California State University San Marcos (CSUSM or University) government speech. The flagpole is not intended to serve as a forum for free expression by the public, but rather as a non-public forum for CSUSM's government speech, as has been the practice of CSUSM. The President or their designee (Vice President of Student Affairs) shall identify the flags that will be flown and the dates on which flags will be flown on the Spirit Flagpole. Flags flown on the Spirit Flagpole may be displayed no longer than seven consecutive days.
- F. Distribution of printed materials must follow the posting policy:
<https://csusm.policystat.com/policy/8016057/latest/>.
- G. Demonstration materials (signs, banners, and other objects) must follow the posting policy:
<https://csusm.policystat.com/policy/8016057/latest/>.
1. Demonstrations on pedestrian bridges (USU outdoor bridge next to food court, USU indoor bridge, PS 1, Extended Learning Building) are permitted only if they do not compromise the safe and free flow of pedestrian traffic – demonstrators cannot stop, block, or impede traffic.
 2. Handheld flags are permitted but for safety reasons must not be attached to a pole (i.e. wooden sticks, metal poles, etc.). Flags can be utilized without the pole.

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

You can find a current list and description of educational programs and activities that support the balance between free speech activities, educational mission, and student safety at <https://www.csusm.edu/freespeech/policies-guidelines/time-place-manner.html>.

Resources for Mental Health and Trauma Support for Employees and Students

Cougar Care Network

Website: <https://www.csusm.edu/ccn/>

Email: ccn@csusm.edu

Phone: 760-750-7627

Student Health & Counseling Services (Confidential)

Website: <https://www.csusm.edu/shcs/>

Email: shcs@csusm.edu

Phone: (760) 750-4915

Faculty Care provided by the Director of the Crisis Response Team (Confidential for Faculty)

Email: rterry@csusm.edu

Phone: (760) 750-7000

Employee Assistance Program (Confidential)

Website: https://www.csusm.edu/hr/benefits/other_programs/employee_assistance_program.html

External provider website: <https://eap.mylifematters.com/login> (password: cougars)

Phone: 800-367-7474

Recognized Student Organizations

<https://www.csusm.edu/slic/studentorgs/index.html>