

**San José State University Addendum
To CSU Systemwide Time, Place, and Manner**

Effective Policy University Designee with Oversight and Enforcement

Responsibility

Mari Fuentes-Martin, Vice President for Student Affairs (VPSA), is the University administrative Employee designated to serve as the Designated University Official for San José State University (SJSU) with responsibility for oversight, implementation, and enforcement of the Systemwide Time, Place, and Manner (TPM) 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

Heather French, Associate Vice President and 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.

University Response Team

The response team for matters related to implementation and enforcement include:

Name	Title and Division	Contact Information	Policy Role
Mari Fuentes-Martin	Vice President for Student Affairs	Mari.Fuentes@sjsu.edu	Designated University Official
Heather French	Associate Vice President & Dean of Students	Heather.French@sjsu.edu	Designated Law Enforcement Liaison
Michael Carroll	Chief of Police	Michael.D.Carroll@sjsu.edu	Campus safety, oversees EOC

Magdalena Barrera	Vice Provost for Faculty Success	Magdalena.Barrera@sjsu.edu	Core team member for faculty concerns
Julie Paisant	Assoc VP for Employee & Labor Relations	Julie.Paisant@sjsu.edu	Core team member for employee concerns
Shawn Whalen	Chief of Staff President's Office	Shawn.Whalen@sjsu.edu	Communication with the President's Cabinet and Chancellor's Office
Christopher Jensen	Director of Student Involvement	Chris.Jensen@sjsu.edu	Policy implementation and training with Registered Student Organizations (RSOs)
Louis Adamsel	Emergency Services Manager	Louis.Adamsel@sjsu.edu	Direct the role of EOC strategies and communications. Document SJSU/EOC response
Michelle McDonald	Sr. Director of Media Relations	Michelle.SmithMcDonald@sjsu.edu	Public Information
Kristin Dukes	Chief Diversity Officer	kristin.dukes@sjsu.edu	Consults on Diversity, Equity and Inclusion mat

San José State University 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 below. Certain uses of University Property may be subject to fees, require liability insurance, an indemnity agreement, and/or comply with other campus requirements, regulatory or otherwise, which must be provided and adhered to 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 and as it applies specifically to time, place, and manner activities, the following terms shall apply, as set forth in the CSU's System Wide Time, Place, and Manner Policy:

A. Public Areas

A Public Area is University Property 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 that is available to the public but, due to business operations, safety concerns, or other important University interests, is not open for purposes of assembling, marching, demonstrating, or protesting. Activities in these areas will 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
Designations of spaces is based on TPM policy

	<i>Place</i>	<i>Day and Time Available</i>	<i>Permitted Manner of Use</i>	<i>Type of Place</i>
1.	Student Union Building <hr/> A. Interior - reservable spaces <hr/> B. Offices <hr/> C. Business Operations	Semester Facility Hours <hr/> E.g. Ballrooms, Theatre, Meeting Rooms and Union Square <hr/> E.g. Departmental offices, Food Pantry <hr/> E.g. Bookstore, Food Vendors	Special events, conferences, lectures, banquets, meetings, dining and social.	See linked map for space designation <hr/> Limited Areas <hr/> Non-Public Areas <hr/> Limited Areas
2.	Parking Lots & Garages (unless otherwise noted)	Varies by Garage or Parking Lot	For parking purposes only unless reserved using official University facility and event reservation processes	Non-Public Areas
3.	Main Campus	For Events in Academic Affairs	For University academic,	Limited Areas, access by

	<p>Administrative & Academic Buildings</p> <p><i>Administration Building, Art & Design, Associated Students House, Boccardo Business Complex, Business Tower, Central Classroom Building, Clark Hall, Dudley Moorhead Hall, Duncan Hall, Dwight Bentel Hall, Engineering, Faculty Office Building, Health Building, Hugh Gillis Hall, Industrial Studies, Instructional Resource</i></p>	<p>Division Spaces located in various Academic Buildings</p>	<p>research, student life, athletic, and business/administrative purposes only unless reserved using official University facility and event reservation processes.</p>	<p>non-affiliates requires University authorization or must be associated with University approved event or activity</p>

	<i>Center, Interdisciplinary Sciences, MacQuarrie Hall, Morris Dailey Auditorium , Music, Science, Spartan Complex Central & East, Spartan Memorial, Student Services Center, Sweeney Hall, Tower Hall, University Police Building, Washington Square Hall, Yoshihiro Uchida Hall</i>			
4.	South Campus Buildings <i>Batting Cages, CEFCU Stadium,</i>		Used for University academic, research, student life, athletic, and	Limited Areas, access by non-affiliates requires University

	<i>Concession Buildings, Field House Habbas Law Athletic Center, Koret Center, Simpkins Administration Building, Simpkins Center, Storage Building, Simpkins Stadium Center, Softball/ Tennis Locker Building, Training/ Locker Facility</i>		business/ administrative purposes only but can be reserved for special events using official University facility reservation procedures.	authorization or must be associated with University approved event or activity
5.	Housing, Health & Other Buildings <i>Campus Village A Campus Village B Campus</i>		Used for University residential or business/ administrative purposes only.	Non-public, access by non-affiliates requires University authorization or must be associated with University

	<i>Village C</i> <i>Campus</i> <i>Village</i> <i>Garage,</i> <i>Campus</i> <i>Village 2,</i> <i>Joe West</i> <i>Hall,</i> <i>Spartan</i> <i>Village on</i> <i>the Paseo,</i> <i>Student</i> <i>Wellness</i> <i>Center,</i> <i>Washburn</i> <i>Hall,</i> <i>Internatio</i> <i>nal</i> <i>House,</i> <i>Dining</i> <i>Commons,</i> <i>Alquist,</i> <i>University</i> <i>House</i>			approved event or activity
6.	Infrastructure Facilities <i>ATM</i> <i>Building,</i> <i>Bally Hut,</i> <i>Central</i> <i>Plant,</i> <i>Computer</i> <i>Center,</i> <i>Corporation</i> <i>Yard A,</i> <i>Corporation</i> <i>Yard B,</i>		Used for University business/adminis trative purposes only.	Non-public, access by non-affiliate s requires University authorization

	<i>Modular A, Modular B, Modular F, Modular Building B, Modular Building C, Moss Landin g Pumph ouse, Moss Landin g Shops</i>			
7.	Spartan Recreation and Aquatic Center (SRAC)	Semester Facility Hours		Limited Area
8.	Main Campus Grounds <i>Art Quad, Associated Students Community Garden, Business Courtyard, Bell Rose Garden, ISB Lawn, Koret Plaza,</i>	Open 7 a.m. -10 p.m. daily	Used for University academic, research, student life, athletic, and business/administrative use but can be reserved for special events using official University facility reservation procedures.	Public Areas

	<i>Music Lawn, Science Lawn, Smith Carlos Lawn, Sweeney Hall Courtyard, Tower Hall Lawn North, Tower Hall Lawn South</i>			
9.	South Campus Grounds <i>Baseball Field Beach Volleyball Courts CEFCU Stadium Field Golf Complex Practice Fields Recreation Field Soccer Field Softball Field Tennis</i>		Used for University academic, research, student life, athletic, and business/adminis- trative purposes only but can be reserved for special events using official University facility reservation procedures with athletic personnel approval.	Limited Areas, access by non-affiliates requires University authorization or must be associated with University approved event or activities with athletic personnel approval.

	<i>Complex General Grounds Areas</i>			
10.	MLK Library	Library Hours can vary based on time of year: Find the hours by date.	San Jose Public Library, SJSU Library offices	Limited Areas
11.	Provident Credit Union Event Center		Special events - athletics, university club sports, university events, reservable	Limited Areas, access by non-affiliates requires University authorization or must be associated with University approved event or activity
12.	Moss Landing Campus <i>Aquaculture Facility Marine Laboratory Marine Operations</i>		Used for University academic, research, student life, and business/administrative purposes only.	Limited Areas, access by non-affiliates requires University authorization or must be associated with University approved event or activity
13.	Leased or University Operated			Limited Areas

	Facilities <i>Research Foundation Offices (4th Street), Finance & Business Services Offices (Market Street), Reid Hillview Airport, Hammer Theatre, Timpany Center</i>			
14.	Off Campus Facilities- Santa Clara County <i>Art Foundry</i> <hr/> <i>Associated Students Child Development Center</i>	Monday - Friday: 9 a.m. - 6 p.m. <hr/> Monday - Friday: 7:30 a.m. - 5:15 p.m.	For University academic, and research use only. <hr/> For University academic, student life, and business/ administrative use only.	Non Public, University authorization required for all non-affiliates <hr/> Non Public, Access allowed for University staff and enrolled children and their families only; access by all other non-affiliates requires University authorization

General information regarding buildings and access hours can be found at this [webpage](#).

Scheduling and Registration Procedures

The process of reserving space at San José State University varies depending on need, location, and availability. Utilization of reservable campus spaces for events requires valid written authorization from a designated University official.

Below are several resources available for those interested in scheduling and reserving University spaces:

[Catering Requirements](#): SJSU requires insurance documentation and health certificates from all caterers that provide on-campus catering services. For this reason, all caterers must be pre-approved by SJSU.

[Department-Managed Spaces Reservations](#): Various departments manage conference rooms, lecture rooms, teaching and research laboratories, which may offer reservation processes for SJSU departments. Events offered in these spaces must be reported to the appropriate administrator managing the space. Utilization of these spaces by off-campus attendees requires valid written authorization from a designated University official.

[Dr. MLK Jr. Library Reservations](#): Various locations are reservable, including SJSU student-only study rooms, SJSU graduate-student-only study space, SJSU student-only spaces for practicing, reviewing, and recording presentations, and Public Meeting Rooms.

[Facilities Requests for Special or Outdoor Event Reservations](#): SJSU's Facilities Development and Operations (FD&O) reserves all outdoor locations for special events. To coordinate any support services (building entry, restrooms, temperature control, grounds, custodial care, etc.) that may be required to be scheduled and to verify the special event complies with all required permits and building codes, all planned facilities usage requires valid written authorization from a designated University official in FD&O.

[Facilities Use and Special Events Requirements](#): SJSU requires that all event-holders using university facilities carry liability insurance for events to meet [Liability Insurance Requirements](#), where costs vary depending on the size of the event and type of attendees (e.g. minors). If your organization does not maintain liability insurance, California State University offers a pathway to purchase affordable Special Event insurance for recognized campus organizations. In some cases, a Special Event Release may be required.

[Film and Photo Permit](#): Photography and videography for commercial use requires express written approval by University Marketing and Communications. Review by Facilities and Development Operations and Risk Management may be required.

[Hammer Theatre](#): Offering state-of-the-art performing, conference, and entertainment facilities, the Hammer Theatre is one of the premiere university performing arts centers in the United States. The facility serves the community through artistic and educational programming and events that capture the unique characteristics and diverse cultures of Silicon Valley.

[Special Events Security Agreement](#): The [Special Event Request Form \(SERF\)](#) is available for

online submission. It is mandatory that you read the [Special Events Security Agreement](#) before submitting this form. This form must be completed by the person responsible for the payment of fees for the event security.

[Student Union Event Reservations](#): Various locations in the Student Union, Spartan Recreation and Aquatic Center, Morris Dailey Auditorium, Tabling in the Paseo, and Event Center accept reservations for SJSU departments and external organizations. The Student Union Event Services Office provides event planning assistance, including coordinating audio-visual needs and finding optimal event locations.

[University Lecture Room Reservations](#): Classes always have priority over events in any University Lecture Room, and confirmed reservations are subject to change based on the needs of academic classes. Student Organizations must submit reservations through the Student Union Event Services Office. All other reservation requests must be sponsored by SJSU departments. Utilization of these spaces by any attendees must follow [published guidelines](#) and off-campus attendees requires valid written authorization from a designated University official.

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, or as otherwise provided in each Campus Addendum.

A. Amplified Sound

Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced during freedom of speech activities and events. Additionally, amplified sound may include sound that is enhanced with the aid of a device such as a megaphone, and similar sound or voice amplification devices. All amplified sound for freedom of speech activities or other events must follow the [University Policy on Sound Level at Campus Events](#). This directive does not pertain to events that take place inside Provident Credit Union Event Center at SJSU.

This section pertains to amplified sound as it relates to freedom of expression activities. The intent of this directive is to protect classes in session or other scheduled academic, educational, athletics, cultural arts, and career programs, co-curricular activities, and extracurricular activities from intrusive sound and still provide an opportunity and a forum for a variety of free expression activities. Approvals of freedom of speech activities utilizing amplified sound are viewpoint-neutral and pursuant to narrow, objective, and definite standards that do not involve the exercise of judgment or formation of an opinion concerning the content.

An appropriate balance of these goals may be achieved by observing the following conditions:

- **Weekdays**

In general, so long as they are not disruptive to classes, residential life, and/or campus operations, amplified sound activities will be permitted in specific reservable areas Monday through Friday from 11:00 a.m. to 2:00 p.m. and 4:00 p.m. to 9:00 p.m. Exceptions will be made for special university events organized by the President's Office or University Divisions.

- Weekends

In general, so long as they are not disruptive to classes, residential life, and/or campus operations, amplified sound activities will be permitted in specific reservable areas from 11:00 a.m. to 10:00 p.m. on Saturday and Sunday. Exceptions will be made for special university events.

TIME: Activities involving amplified sound are permitted in specific reservable areas on weekdays from 11:00 am to 2:00 pm and 4:00 p.m. to 9:00 p.m, and from 11:00 a.m. to 10:00 p.m. on weekends.

PLACE: An approving body containing representatives from Student Affairs, Student Union Event Services, and Academic Affairs, that will maintain a list of campus locations for which these events may be scheduled.

MANNER: Events and activities using amplified sound are allowed on campus during the above timeframes as long as they follow time guidelines.

VIOLATIONS: Violations of this directive constitute a violation of University regulations, and applicable statutes and regulations. University disciplinary action against University community members alleged to have violated this directive and procedure shall be in conformity with the SJSU Student Conduct Code, and/or applicable collective bargaining agreements and University policies. Violations may result in removal of the offending party or parties from the campus, possible loss of further use of campus facilities and grounds, as well as disciplinary action, as applicable. Non-campus affiliated groups or individuals may also have their future privileges revoked [Section 626 et seq. of the Penal Code].

B. Posters, Signs, Banners, A-Frames, Chalking

Posting is permitted on campus, subject to the Time, Place, and Manner regulations established below. Permanent fixtures, such as wayfinding signage and official university building signage, as well as long-term temporary signs in exterior locations (e.g. signs for construction projects) are not governed by these guidelines and must be reviewed and approved by Facilities Development and Operations. Operational messages, such as information provided by the university administration, are also not governed by these guidelines.

- Display of such materials by students and student organizations must adhere to policies and procedures outlined in the [SJSU Student Organization Handbook](#).
- All physical postings must be approved and stamped by Student Involvement with a "Post Till" stamp in order to post on campus.
- All posters, A-frames, banners, billboards, flyers, and signs may be posted for a maximum of 14 days.
- Posting is permitted on any "General Use Bulletin Board." Such boards are located in the hallways of most campus buildings and labeled as such. General use bulletin boards may be completely cleared off once a month by representatives of the college or school where the bulletin board is located. General use bulletin boards do not include bulletin boards specifically designated for posting of materials by campus unions.
- Postings may not be wrapped around trees, light poles, blue light phones or other similar structures.
- Postings are prohibited on buildings or structures, steps, windows, posts, railings, traffic

control, regulatory or other campus signage, utility poles, fences, University vehicles, newspaper or other distribution racks, trees, outdoor art or sculptures, in garden areas including flower beds, benches, tables or other similar landscape furnishings, bollards, or refuse/recycling containers.

- Postings of a non-instructional nature on any instructional or research chalkboard, dry-erase board, digital boards, or projection surface is prohibited.
- Posting Sizes:
 - Posters, banners, and flyers must not exceed 11" x 17" and only one poster per group/individual may be placed on general-use bulletin boards.
 - A-frames must not exceed 24" x 34" in size
- Material may not overlap other posters, banners, and flyers and must be fastened with tacks or staples - NO TAPE may be used.
- Chalking is prohibited due to the need to preserve water.
- Digital Board Posting is permitted on digital boards so long as it is in compliance with the policies set forth by the specific departments that oversee boards in their facilities.
- Staked Signs:
 - Staked signs may not be placed in flower beds, in the center of lawn areas, or in areas blocking sprinklers, walkways, driveways or streets.
 - Staked signs are not to exceed 11" x 17" and are only permitted on lawn perimeters that do not block areas for mowing and in non-flowering areas. Actual stakes may not exceed 36" in height. Individuals or groups are limited to 15 stakes on the grounds at any given point.

VIOLATIONS: Violations of this directive constitute a violation of University regulations, and applicable statutes and regulations. University disciplinary action against University community members alleged to have violated this directive and procedure shall conform with the SJSU Student Conduct Code, and/or applicable collective bargaining agreements and University policies. Violations may result in removal of the offending party or parties from the campus, as well as possible loss of further use of campus facilities and grounds as well as disciplinary action, as applicable. Non-campus affiliated groups or individuals may also have their future privileges revoked [Section 626 et seq. of the Penal Code].

Violations may result in the removal and disposal of the signs without notification.

Unauthorized removal by students, employees, faculty, and non-affiliates of properly posted materials is an act of vandalism and is subject to University action.

C. Distribution of Flyers and Circulars

Distribution of flyers or circulars not otherwise prohibited by law, and which do not contain false or misleading information and/or advertising, is permitted on campus between the hours of 7 a.m. and 10 p.m. Distribution of flyers or circulars are subject to the following guidelines:

- Distribution of flyers and circulars is allowed in any outdoor area generally available to students and the community, subject to the following exceptions:
 - 1) distribution inside University buildings, including Housing is prohibited; and
 - 2) distribution in campus parking lots or garages of any written or printed materials from any motor vehicle on the campus by any person or group, campus-affiliated or otherwise, is prohibited.

- Distribution of flyers, handbills and circulars shall not:
 - 1) shall not unreasonably interfere with University instructional, educational, cultural/art, or other curricular or co-curricular programs and/or University essential business operations;
 - 2) shall not interfere with or obstruct the free flow of pedestrian or motorized or non-motorized vehicular traffic;
 - 3) shall not unduly interfere with circulation;
 - 4) shall be carried out without amplification equipment;
 - 5) shall be carried out without prolonged or repeated contact with persons who have declined the handbills and circulars; and
 - 6) shall not occur during final examinations or commencement periods unless otherwise excepted.
- Placement of handbills and circulars on vehicles is prohibited.

VIOLATIONS: Violations of this directive constitute a violation of University regulations, and applicable statutes and regulations. University disciplinary action against University community members alleged to have violated this directive and procedure shall be in conformity with the SJSU Student Conduct Code, and/or applicable collective bargaining agreements and University policies. Violations may result in removal of the offending party or parties from the campus, as well as possible loss of further use of campus facilities and grounds as well as disciplinary action, as applicable. Non-campus affiliated groups or individuals may also have their future privileges revoked [Section 626 et seq. of the Penal Code].

D. Unmanned Aircraft System (UAS)

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 Risk Manager](#).

Use of drones in SJSU research projects also requires prior approval from the [Office of Research](#) per the [SJSU Research Foundation drone policy](#).

Use of Drones for media-related projects also requires prior approval from [University Marketing and Communications](#).

E. Use of University Property for Commercial Purposes

Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained by contacting [Facilities, Development & Operations](#). Solicitation is defined as the act of asking for or trying to obtain something from someone. Commercial solicitation means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale. Non-commercial solicitation such as **seeking donations or fundraising sales** for non-commercial ventures shall be permitted on campus subject to the Time, Place, and Manner regulations set forth in this directive.

Commercial solicitation on campus is prohibited unless prior written authorization has been obtained from Business Services. In general, persons or organizations wishing to engage in commercial solicitation on campus grounds may be granted permission (maximum of five (5) business days per academic term) if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the Time, Place, and Manner regulations established below, unless such solicitation would be in violation of law. For clarification, contact [Business Services](#).

A registered club/organization's on-campus advisor is responsible for oversight of the club/organization's fundraising activities, including ensuring that appropriate approvals are obtained from Student Involvement and that activities comply with the [SJSU Student Organization Handbook](#).

TIME: Daily, 7 a.m. to 10 p.m.

PLACE: A popular location for solicitation activities is the El Paseo de Cesar E. Chavez, a paved walkway on campus, but solicitation is allowed in any area generally available to students and the community, subject to the following exceptions: 1) Distribution of commercial solicitation materials inside University buildings is prohibited; and 2) distribution of such materials in campus parking lots or placement of any written or printed materials on or in any motor vehicle parked on the campus is prohibited. For posting related to solicitation, please reference the Posting section of this directive.

MANNER: Non-commercial and commercial solicitation must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or motorized or non-motorized vehicular traffic; (2) shall not unduly interfere with circulation; (3) shall be carried out without amplification equipment; (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation; (5) shall not violate applicable laws pertaining to obscene matters; (6) shall not occur during final examinations or commencement time periods unless otherwise excepted; and (7) shall not interfere with employee work hours/duties.

Marketers of credit cards are prohibited from offering gifts to students for their filling out credit card applications [California Code of Regulations, Title 5, Section 42350.6] and they are prohibited from marketing credit cards to students within 1,000 feet of campus (Credit Card Act of 2009).

APPROVAL: Authority is delegated by the Office of the President to Facilities Development and Operations and [Business Services](#) to develop and implement guidelines associated with the approval process for commercial use.

For approval to engage in commercial solicitation on campus grounds, contact [Facilities, Development & Operations](#) to request the use of campus grounds as a part of a [Special Event](#). If the space is available for use, [Business Services](#) will review the request for commercial use to assess the legal, financial and reputational risks associated with use before proceeding with approval.

VIOLATIONS: Violations of this directive constitute a violation of University regulations, and applicable statutes and regulations. University disciplinary action against University community members alleged to have violated this directive and procedure shall be in conformity with the SJSU Student Conduct Code, and/or applicable collective bargaining agreements and University policies. Violations may result in removal of the offending party or parties from the campus, as well as possible loss of further use of campus facilities and grounds as well as disciplinary action, as applicable. Non-campus affiliated groups or individuals may also have their future privileges revoked [Section 626 et seq. of the Penal Code].

Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained from the University by contacting [Facilities, Development & Operations](#).

Commercial Transactions

Commercial transactions, including, but not limited to the selling of services, books, newspapers, magazines, pamphlets, or similar published materials, and the display of property or services for sale on campus are prohibited unless prior written authorization has been obtained from Student Involvement for student organizations and from Facilities Development and Operations from all other entities. Persons or organizations wishing to engage in commercial transactions or display goods or services for sale on campus grounds may be granted permission (maximum of five (5) business days per academic term) to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the Time, Place, and Manner regulations established below, unless such commercial transactions are in violation of law. Private sales and sales sponsored by the SJSU Bookstore, Spartan Eats, Spartan Shops Inc. and/or the Provident Credit Union are excluded from this section. Similar to the Solicitations section of this directive, fundraising activities of student clubs/organizations are permissible so long as they adhere to this directive. For clarification, contact the Office of Student Involvement.

TIME: Daily, 7 a.m. to 10 p.m.

PLACE: A popular location is El Paseo de Cesar E. Chavez, a paved walkway on campus. Distribution inside University buildings is prohibited. Distribution in campus parking lots of any written or printed materials from any motor vehicle parked within the campus is prohibited. For posting related to commercial transactions, please reference the Posting section of this directive.

MANNER: Commercial transactions must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or motorized or non-motorized vehicular traffic; (2) shall not unduly interfere with circulation; (3) shall be carried out without use of amplification equipment; (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation; (5) shall not violate applicable laws pertaining to obscene matters; (6) shall not consist of faculty lectures, term papers, theses, or other written materials submitted for academic credit to be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Code of Student Conduct; and (7) shall not occur during final examinations or commencement time periods unless otherwise excepted.

APPROVAL: For approval to engage in commercial transactions on campus grounds contact Student Involvement for student organization activities at getinvolved@sjsu.edu and Facilities, Development and Operations at workcontrol@sjsu.edu for all other entities.

VIOLATIONS: Violations of this directive constitute a violation of University regulations, and applicable statutes and regulations. University disciplinary action against University community members alleged to have violated this directive and procedure shall be in conformity with the SJSU Student Conduct Code, and/or applicable collective bargaining agreements and University policies. Violations may result in removal of the offending party or parties from the campus, as well as possible loss of further use of campus facilities and grounds as well as disciplinary action, as applicable. Non-campus affiliated groups or individuals may also have their future privileges revoked [Section 626 et seq. of the Penal Code].

General and Commercial Photography and Videography on Campus

Photography and videography for commercial use require express written approval by University Marketing and Communications. Review by Facilities and Development Operations and Risk Management may be required. The policy can be found at this [link](#).

News media outlets and the public can photograph or shoot videos of university buildings and campus life while utilizing public sidewalks and areas.

Photography and videography for commercial use are only permitted if your project's purpose directly aligns with the educational mission, vision and values of the university.

Filming or recording of classes — in person or online — is not permitted without express written approval from the Academic Department, informed consent given by the participants, and advance notice provided to University Marketing and Communications.

For any questions, please email Michelle Smith McDonald, Senior Director of Media Relations, University Marketing and Communications, at michelle.smithmcdonald@sjsu.edu.

VIOLATIONS: Violations of this directive constitute a violation of University regulations, and applicable statutes and regulations. University disciplinary action against University community members alleged to have violated this directive and procedure shall conform with the SJSU Student Conduct Code, and/or applicable collective bargaining agreements and University policies. Violations may result in the removal of the offending party or parties from the campus, as well as possible loss of further use of campus facilities and grounds as well as disciplinary action, as applicable. Non-campus affiliated groups or individuals may also have their future privileges revoked [Section 626 et seq. of the Penal Code].

F. University Flagpoles

University flag poles 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.

G. Additional activities and uses

[Student Union Event Services Office](#): Various locations in the Student Union, Spartan Recreation and Aquatic Center, Morris Dailey Auditorium, Tabling in the Paseo, and Event Center accept reservations for SJSU departments and external organizations. The Student Union Event Services Office provides event planning assistance, including coordinating audio-visual needs and finding optimal event locations.

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

San José State University will ensure students and employees are aware and familiar with the CSU Time, Place and Manner policy and the SJSU Addendum.

There will be an annual distribution of the CSU Time, Place and Manner policy and the SJSU

Addendum to all students and employees via a campus wide email message. As directed by the CSU System and legislative authority, SJSU will ensure that all students acknowledge receipt of the TPM policy and that mandatory training for the campus community which is required will be shared with the campus community and enforced.

The offices which will oversee and manage these requirements will be the Office of the Dean of Students for students and University Personnel for employees.

In addition to any required training, SJSU will also provide training for groups which are highly engaged in event organization and management. Examples of potential student groups will include leaders of registered student organizations (RSO), RSO advisors, board of directors for the Associated Students, Inc. and Student Union, Inc., Residence Hall Association, Resident Advisors (RAs), and student employees.

SJSU employees may also require additional TPM training related to events being hosted by their departments and positions. Examples of employee training will include President's Cabinet and University Leadership Council, Academic Deans and Chairs, University Housing Services, Student Union, Inc., University Police Department, University Personnel, Division of Student Affairs, and the Office of Diversity, Equity and Inclusion.

When TPM incidents occur that are disruptive to the broader campus community, communications will be sent to the campus community to notify them of the incident that occurred, how it was responded to, and the expectations for the community to ensure campus safety protocols. SJSU follows the CSU Records Retention policy for TPM matters.

Resources for Mental Health and Trauma Support for Employees and Students

For SJSU Students:

Mental Health Resources and Services

[Counseling & Psychological Services](#) (CAPS) in the [Student Wellness Center](#) provides mental health support for matriculated (Health-Fee-paying) students.

Leadership

Kathy Lee, PhD, Director of Counseling and Psychological Services (CAPS)
kathy.lee@sjsu.edu

Appointments

- Call 408-924-5678, or
- Schedule online through the [Student Wellness Center](#)

CAPS Same Day Services

To speak to someone immediately during business hours, students may drop in or call at 408-924-5678.

After-Hours Mental Health Support

- CAPS after-hours crisis service, call 408-924-5678
- National Suicide & Crisis Hotline: 9-8-8 (call or text)
- Trans Lifeline: 877-565-8860

For SJSU Employees:

LifeMatters® by Empathia, confidential Employee Assistance Program (EAP) that provides counseling and resources.

Counselors are available 24/7/365 by calling 1-800-367-7474

[Employee portal and password](#)

Coordinated Critical Incident Response

[Behavioral Intervention](#) provides coordinated critical incident case management. Direct support is provided to students and student witnesses who may have been involved in a concerning and/or traumatic incident.

Leadership

Brandy Alexander, brandy.alexander@sjsu.edu, Senior Case Manager

Report an Incident

Submit a report through the [Concerning Behavior Report](#).

Recognized Student Organizations

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

The following document outlines the [Student Organization Code of Conduct](#) and process.