**Student Life’s Mission Statement**

We empower our diverse student population to achieve their academic, career, and personal goals.

As a network of Student Services professionals, we value Community, Equity, Excellence, Innovation, and Student Success.

Frequently Asked Questions

**Q:** Who can submit a tabling reservation request?

**A:** We take reservation requests from all campus organizations, and non-campus affiliated organizations, with the approval of the Student Life Office Manager.

**Q:** How many times can I reserve a table?

**A:** Each campus organization may reserve 1 table, twice a month. Each non-campus affiliated organization is able to reserve 1 table, once a month.

**Q:** Where am I allowed to set up my table?

**A:** Approved tabling requests may advertise in the Jerry M. Brockey Student Center (JMB) near the Campus Bookstore and by the Art Gallery. A staff person will show you where the tables are and will indicate the appropriate space to table.

**Q:** What is the cost of reserving a table?

**A:** There is no cost to reserve a table, provided the group or organization meets the criteria for selection.

**Q:** Who gets priority in reserving a table?

**A:** Priority reservations are approved according to Seattle College District Procedure 250, Use of College District Facilities:

 (Last Revised: 3/12/15):

“Primary consideration shall be given at all times to activities specifically related to the college’s mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college’s own teaching, or public service programs. […] In determining whether to accept a request…the administration shall use the district and college’s mission statement and the following items, listed in priority order, as guidelines: *(a) Seattle College scheduled programs and activities; (b) major college events; (c) Foundation-related events; and (d) non-college (outside individuals or organization) events.*”

Additionally, “The Seattle College District will cooperate with external agencies who seek to inform students about scholarship programs, job opportunities, programs of advanced studies, cultural and educational activities, or other matters which may be related to the immediate or future educational or career goals of students, individually or collectively” (Seattle College District Policy 251, Visitation by External Agencies [Last Revised: 6/12/2014]).

*\*for brevity, Procedures 250 & 251 have been modified & abbreviated by the Office of Student Life\**

Links for the full procedure documents:

* <http://www.seattlecolleges.edu/district/policies/policies.aspx?policyID=pro250>
* <http://www.seattlecolleges.edu/district/policies/policies.aspx?policyID=pol251>

**Reservation Contact List**

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| --- | --- | --- | --- |
| Free Speech Zone | Brian Jellum, Safety/Security | 206-934-5157 | Brian.Jellum@seattlecolleges.edu  |
| Business Vendors | Megan Brogan, Cafe Alki | 206-934-6735 | Megan.Brogan@seattlecolleges.edu  |
| Non-Campus Affiliated Organizations | David Westley, Student Life  | 206-934-5332 | David.Westley@seattlecolleges.edu |

**Guidelines**

* For all organizations (campus and non-campus affiliated organization):
	+ Each table must have a sign clearly identifying there: group, department, or organization
	+ Activities or displays at a table must not interfere with normal conduct of campus activity
		- This includes but is not limited to the use of music, video or other media equipment
	+ Tables and other materials must not obstruct traffic or block hallways, stairs, or other passageways
	+ The table must be attended at all times with representatives 10 feet (10’) from the table at all times
	+ Aggressive sales tactics and similar conduct will not be tolerated and may result in immediate suspension of tabling privileges
	+ Departments and organizations are responsible for removing signs and cleaning up
	+ Signs shall be no larger than three feet by five feet (3’x5’); no individual may carry more than 1 sign
	+ If more than twenty (20) people are expected to participate at the requested table, the event must be held in the plaza area between Olympic Hall and the clock tower
* In addition to the policies and guidelines above, in consideration for being permitted to solicit at South Seattle College, a non-campus affiliated organization reserving a promotional table agrees to the following:
	+ **WiFi access** must be requested two weeks in advance, and should be included in initial tabling reservation request
		- Requests for WiFi access are subject to approval from the Seattle Colleges District IT department.
	+ Non-campus affiliated representatives must display a sign that clearly communicates how the views of their organization are not representative of the college – that South Seattle College does not endorse one group’s idea over another
		- The organization must come collect a standard sign from the Student Life department and the sign must be on the table or beside the table on an A-frame board no further than 1 foot (1’) away from the table
	+ Non-campus affiliated guests must identify themselves as not affiliated with the college
* Also, see **District Procedure 270,** a document that is governed by **132F-142 WAC** (page 3 & 4 of this document, drafted by the Office of Student Life).

*Failure to abide by these guidelines may result in the forfeiture of the organization’s ability to utilize the table reservation procedures.* If you have any questions, contact David Westley at David.Westley@seattlecolleges.edu

**Seattle College District Procedure 270: Use of Seattle College District Facilities by College Groups and Non-College Groups for First Amendment Activities** (Last Revised: 12/5/2013)

“Seattle College District VI is an educational institution provided and maintained by the people of the state of Washington. The public character of the district does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities. Buildings, facilities and grounds are not available for unrestricted use by non-college groups, but it is recognized that Seattle College students and employees should be accorded opportunity to utilize the facilities and grounds to the fullest extent possible. The purpose of these time, place and manner regulations contained in the accompanying procedure *(Chapter 132F-142 WAC)* is to establish procedures and reasonable controls for the use of college facilities for both non-college and college groups. It is intended to balance the district’s responsibility to fulfill its mission as a state educational institution of Washington with the interests of non-college groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression.”

**Washington Administrative Code (WAC), Chapter 132F-142: Use of Facilities for First Amendment Activities** (Last Revised: 1/6/2015)

132F-142-030: Use of facilities.

“(5) All college and non-college groups must comply with fire, safety, sanitation or special regulations specified for the activity. (6) The activity must not be conducted in such a manner as to obstruct vehicular, bicycle, pedestrian, or other traffic. The activity must not create safety hazards or pose safety risks to others. (7) The activity must not prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The activity must not substantially infringe on the rights and privileges of college students, employees or invitees to the college. (8) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department, office, or officially chartered student club. (9) The activity must also be conducted in accordance with any other applicable college policies and rules, local ordinances, state, and federal laws.”

132F-142-040: Additional requirements for non-college groups.

“(2) The college designates its grounds and outdoor spaces as the public forum area(s) for use by non-college groups for first amendment activities on campus. Nothing in these rules prohibits non-college groups from engaging in first amendment activities at open public meetings, subject to the requirements of RCW 42.30.050.”

*Please note that the designated spot for public forum at South Seattle College is the clock tower, located in the center of campus, adjacent from the Jerry Brockey Center and the cafeteria. If you have questions or concerns about this space, notify Brian Jellum, Director of Safety and Security. He is available via email or phone at* *Brian.Jellum@seattlecolleges.edu**, (206) 934-5157.*

“(3) Non-college groups at North Seattle College and South Seattle College may use the public forum areas for first amendment activities between the hours of 6:00 a.m. and 10:00 p.m. and those colleges and their campuses are not open to the general public except during these times. (4) Before engaging in first amendment activities, all non-college groups are encouraged to notify the college of the non-college group's presence on campus and to acknowledge receipt of these rules and to ensure that there are no scheduling conflicts. The ability to use designated areas will not be denied unless they are already reserved for use by another group. This notice is intended to provide the college with knowledge of the non-college group's presence on campus so that the college can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area. When signing in, the individual or group are encouraged to provide the following information: (a) the name, address, and telephone number of the individual, group, entity, or organization sponsoring the activity (hereinafter "the sponsoring organization"); and (b) the name, address, and telephone number of a contact person for the sponsoring organization; and (c) the date, time, and requested location of the activity; and (d) the type of sound amplification devices to be used in connection with the activity, if any; and (e) the estimated number of people expected to participate in the activity.”

132F-142-050: Distribution of materials.

“Information may be distributed as long as it is not obscene or does not promote the imminent prospect of actual violence or harm. College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus. Non-college groups may distribute materials only on the grounds and outside spaces of the campuses.”

*\*for brevity, 132F-142 has been modified and abbreviated by Student Life\**

Full document found here: [**http://app.leg.wa.gov/WAC/default.aspx?cite=132F-142&full=true**](http://app.leg.wa.gov/WAC/default.aspx?cite=132F-142&full=true)