

Irvine Valley College
Speech or Expressive Activities Reservation Form

This form is required to make a reservation for a use of any area generally available to students/community.

Date & Time of Proposed Event and/or Usage: _____

Sponsoring Person or Group: _____

Contact Information: _____

Specify the Area Proposed to be Reserved (See Map): _____

Proposed Type of Usage in Generic Terms (*e.g. meeting, presentation, speech without designation of content, or event*): _____

Reservations may not be submitted more than 60 days in advance of the intended use. Persons are encouraged to act reasonably and to share a reserved area whenever possible. If no sharing agreement is reached, the non-reserving or later reserving user may use the area earlier or later in the day, or schedule use for another day.

A request by any person or group for a reservation of an area generally available to students and the community, or attempted use of an area generally available to students and the community without a reservation, may only be denied if:

- a) the reservation form, if applicable, is not completed;
- b) there is a preexisting conflicting reservation or use;
- c) conditions exist that preclude use of the lawn areas, as set forth above, or other grounds due to, for example, construction or maintenance;
- d) the person or group on whose behalf the reservation was made has on prior occasions damaged District property and has not paid in full for such damage;
- e) the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the District or other users and previously scheduled for the same time and place;
- f) the proposed use or activity is inconsistent with the character and uses of the area sought to be used;
- g) the use or activity intended by the person or group would present a danger to the health or safety of the applicant, or other students, community members, faculty, or staff of the District;
- h) the use or activity intended by the applicant is prohibited by law; or
- i) information requested that is necessary for coordinating use of the area is not provided.

Reservations will not be denied based on the content or viewpoint of the speaker(s).

I represent the person or sponsoring this event and I accept the responsibility for this registration. I understand that the individual, student group/club or organization(s) and its members/advocates, and members of the general public are responsible for the adherence to all Irvine Valley College and South Orange County Community College District (SOCCCD) regulations and policies by members and guests.

Name/Signature	Position Held	Date
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Please return completed reservation form to the Office of Vice President of College Administrative Services.
(Located in the A-100 Building, Room A114)

<i>(FOR OFFICE USE ONLY)</i>	
Reviewed and Approved By: _____	Date _____

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“Areas generally available to students and the community” is defined as grassy areas, walkways or other similar common areas, except as otherwise authorized by law, Board Policy 1300 or Administrative Regulation 1300. The areas generally available to students and the community are designated public forums.

“Areas generally available to students and the community” do not include the following areas, which are non-public forums.

1. Areas within 25 feet of doorways opening to outdoor areas of campus;
2. All “Interior District Property,” which is defined for purposes of this regulation to include all interior portions of District facilities, including, without limitation, administration buildings, classrooms, libraries, learning centers, indoor cafeteria/food service facilities, lecture halls, radio station(s), broadcasting center(s), television center, laboratories, computer rooms, research centers, communication centers, campus offices, performing art facilities, indoor athletic facilities, warehouses, maintenance buildings and areas within the outdoor athletic facilities, parking lots, and maintenance yards.



5500 IRVINE CENTER DRIVE, IRVINE, CA 92618

★ Day Permit Kiosks: Lots 2, 5, 8, 10

Ⓟ 30 Minute Parking: Lots 2, 3, 5, 8, 10

A 100	Administration	LA	Liberal Arts
A 200	Social Sciences	LIB	Library
A 300	Humanities, Fine Arts and District HR	LSB	Life Sciences Building (B 400)
B 100	Classrooms, Offices and Bookstore	M 100	Facilities Management Office
B 200	Mathematics and Physical Sciences	PAC	Performing Arts Center
B 300	Classrooms and Labs	PE 100	Health Fitness Complex
BSTIC	Business Sciences and Technology Innovation Center	PE 200	Hart Gymnasium
CEC	Community Education Complex	POLICE	Campus Police
CEC 1	Outreach and Community Relations	SAC	Student Activities Center
CEC 7	International Student Office	SSC	Student Services Center
DTC1	DSPS Testing Center	TER	Live Oak Terraces

Updated July 25, 2018