

**Irvine Valley College**  
**Speech or Expressive Activities Reservation Form**

This form is required to make a reservation for 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

Please return completed reservation form to [ivceventcalendar@ivc.edu](mailto:ivceventcalendar@ivc.edu) or to the IVC Facilities Office (Located in the M100 building).

(FOR OFFICE USE ONLY)

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 3900 or Administrative Regulation 3900. 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.

