

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

FIRST AMENDMENT POLICY ACTIVITY/EVENT FORM

Prior to your event, this form should be completed and submitted to the Office of Student & Legal Affairs. The purpose of the form is to allow the College to be aware of such important, meaningful events which are protected by the United States Constitution – particularly if College services may be needed to enable the event to occur without interference. This form may not be used for commercial activity or to reserve College spaces for credit/CE classes, trainings, community plays, and the like; other procedures may apply to such routine College functions. In rare circumstances and for good cause shown, the College may deny a request. Impromptu or spontaneous events that are not planned using this form are permitted as long as the events are not disruptive, damaging to college property, or otherwise violates the First Amendment Policy*, Code of Student Conduct, or safety procedures.

*The policy is scheduled for review and revision.

Your Name: _____ **Title (if applicable) :** _____

Your preferred contact information: _____

Name of Organization (if applicable): _____

Type of Activity:

(Check all that apply)

- Distribute or Display leaflets, pamphlets, other literature
 Hold a Demonstration / Rally / Protest
 Hold a Vigil / Religious Observance
 Hold a creative (“street”) performance
 Display art or other creative/expressive item(s)
 Distribute political campaign material / Campaign for office
 Other (specify): _____

****Please attach a description of your activity/event.**

Number of Participants (if known): _____

Start Date: ____/____/____ @ **Time:** ____: ____ am/pm

End Date: ____/____/____ @ **Time:** ____: ____ am/pm

Location of Activity:

*Suggested locations for access/visibility; other locations may be used if preferred and if non-disruptive.

- College Center (specify: () main hallway () cafeteria () lounge () theater
 Plaza in front of College Center
 Clock Patio
 Athletic Field(s) - with consultation of Athletic Director
 Labyrinth / Pavilion
 Main Campus Entrance / adjacent field(s)
 Bedford County Campus (specify):
 Gateway Center

As the person authorized to make this request, I certify that I have read the College’s First Amendment Policy, and I agree to comply with both its letter and its spirit. I understand that I am responsible for the activity and its participants, as well as any damage(s) caused by the activity/participants. I further understand that the College is not responsible for providing anything beyond a forum for this activity. If the activity and/or its participants create a safety risk or unreasonably interfere with the orderly operations of the College, ACM may withdraw its consent for the activity to continue, and I will take whatever steps are necessary to promptly terminate the activity.

Signature

_____/_____/_____
Date

Submit this form via email, fax, or postal mail.

OFFICE USE ONLY

Form received on ____/____/____

Form reviewed on ____/____/____

Consultation and/or Notification: () Security, () Physical Plant, () Other: _____

Action by Student & Legal Affairs:

*Timely notification to Submitter – within one business day when possible.

Event is Approved as submitted.

Event is Approved with modifications which will be provided in writing to the Submitter.

Event is Denied with an explanation provided in writing to the Submitter, who may either (a) request reconsideration by S&LA by providing supplemental information to address the reasons for the denial or (b) appeal the denial to the College President.