

Allegany College of Maryland Student & Legal Affairs

First Amendment Speech & Expression Policy Activity/Event Form

Prior to any planned event that is subject to the Speech & Expression Policy, 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. Any person or group who wants to use College facilities for a recurring activity such as religious services must also contact the appropriate College Official to rent a space available for community rentals. Other procedures may apply to such routine College functions by employees and students. 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.

*For protected religious activities, see the First Amendment Religious Freedom Policy.

Your Name: _____ Title (if applicable) : _____

Your preferred contact information: _____

Name of Organization (if applicable): _____

Name of ACM sponsoring group/person: _____

- Type of Activity:
(Check all that apply)
- ☐ Hold a Demonstration / Rally / Protest / Campus speaker
 - ☐ Hold a Vigil / Observance / Religious* Event
*Excludes regular religious services/meetings/classes which are facility rentals.
 - ☐ Hold a creative ("street") performance, Sidewalk art, Chalking
 - ☐ Display art or other creative/expressive item(s)
 - ☐ Distribute or Display leaflets, pamphlets, other literature
 - ☐ Distribute political campaign material / Campaign for office / hold candidate forum / debate
 - ☐ Other (specify): _____

**** Attach or email a description of your activity/event.**

Number of Participants (if known or anticipated): _____

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

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

- Location of Activity:
- ☐ 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): _____
 - ☐ Other ACM locations: () Gateway Center () Somerset () Garrett nursing site () WMW
 - ☐ Other (specify): _____

As the person authorized to make this request, I certify that I have read the College's First Amendment Speech & Expression 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 and any supporting information to Dr. Renee Conner, Chief Compliance, Student & Legal Affairs Officer via email (rconner@allegany.edu) via hand-delivery (CC-12), or via postal mail (12401 Willowbrook Rd. Cumberland MD 21502).

OFFICE USE ONLY

Form received on ____/____/____ Form reviewed on ____/____/____ ☐ Consultation/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.