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; 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.

Covid-19 Notice: All activities must comply with ACM’s requirements/standards to prevent or mitigate the transmission of the virus during the pandemic. All persons are required to wear masks indoors, to wear masks outdoors if 6 feet social distancing cannot be maintained at all times, to socially distance indoors and outdoors, and to observe diligent hand hygiene. We strongly discourage the handing out /passing back and forth items as the virus can be transmitted that way.

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 __/__/____

Action by Student & Legal Affairs:
[ ] 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.

Name of ACM sponsoring group/person: ____________________________
Name of Organization (if applicable): ____________________________________________________________________________