



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PUBLIC FORUMS	Code: GG0053-1
Policy Reference: GGO050, Freedom of Speech and Expression	Revised: 04/09/24
	Effective: 04/09/24

A. Statement of Procedure

Milwaukee Area Technical College (MATC) recognizes that experiencing a wide array of ideas, viewpoints, opinions and creative expression is an integral part of the education process as set forth in Policy G0050, Freedom of Speech and Expression. The college must also operate and maintain an effective and efficient institution of higher education and as such, must establish time, place and manner restrictions for assembly, speech, and other expressive activities. The restrictions are applicable on MATC owned or controlled properties.

This procedure applies to employees, students and members of the public, as defined below. Employees and students are further subject to the Employee Handbook and Student Handbook, and all other MATC Policies and Procedures, as applicable.

Public forum areas are distinct from tabling areas. Tabling is specifically permitted for college divisions or departments for the purposes of official college business; Employee Affinity Groups recognized by the college's Diversity, Equity & Inclusion office; employer partners recognized by the Career Hub; four-year university partners identified by the High School Relations and Transfer department; and student organizations recognized by the college's Student Life office. Tabling is governed by procedure GG0050-1.

B. Definitions

For purposes of this Administrative Regulation and Procedure, the terms below are defined as follows:

1. "Assembly" – a gathering of persons for the purpose of expressing, promoting, pursuing or defending ideas.
2. "Campus" – all property and facilities owned or controlled by MATC, including properties leased by MATC.
3. "Employees" – all individuals currently employed by MATC, during the individual's normal hours of work, or while acting within the scope of employment. For the purposes of this procedure, any individual employed by MATC is considered a "member of the public" outside the individual's normal hours of work, or while acting outside the scope of employment.



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PUBLIC FORUMS

Code: GG0053-1

4. "Expressive Activity" – demonstrations, picketing, vigils, rallies, or performances. For purposes of this procedure, Expressive Activity does not include social, random, or other everyday communications.
5. "Fighting Words" – Communication which, when addressed to an ordinary person, is inherently likely to provoke violent reaction.
6. "Hand billing" – Distribution of written materials, i.e. handbills, pamphlets, tracts, advertisements, booklets, notices or other information, to individuals in Public Assembly Areas.
7. "Harassment" - Statements or conduct that constitutes Criminal Harassment as regulated by Wis. Stat. §§ 947.013(1m) & (1r).
8. "Members of the Public" – individuals not currently Employees or Students of MATC.
9. "Public Assembly Area(s)" – the specific indoor and outdoor portion(s) of Campus designated by MATC for Assembly and Expressive Activity.
10. "Student" – all persons currently enrolled in courses at MATC, either full or part-time.
11. "True Threats" – statements where the speaker communicates a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, regardless of whether the speaker has the ability to carry out the threat. True Threats do not include political hyperbole, jest, innocuous talk, expressions of political views, or other similar expressions.

C. Public Forum Procedure

1. MATC hereby designates as Public Forum Areas the locations identified in Attachment A. These areas provide increased visibility to those using the Public Forum Areas for Assembly and/or Expressive Activity while permitting MATC to operate and maintain effective and efficient academic, co-curricular and administrative activities without probable disruptions.
2. The Public Forum Areas will be available for use between the hours of 8:00 a.m. and 8:00 p.m. Persons may request other areas if the designated Public Forum Areas are already occupied. MATC will consider any such requests on a case-by-case basis to determine whether another area is available and



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PUBLIC FORUMS

Code: GG0053-1

appropriate in light of all relevant considerations, including safety and security, educational activities, or other previously scheduled activities.

3. Any individual requesting access or use of the Public Forum Areas should reserve an Area 24 hours prior to anticipated use by submitting an online request at matc.sharedwork.com/requests.
4. Priority for use of all Public Forum Areas will be given to individuals or groups who reserved the Public Forum Areas with MATC. While multiple persons or groups are permitted to use Public Forum Areas simultaneously, MATC reserves the right to regulate Expressive Activity to avoid substantial disruption in MATC operations. Any such regulation will be content and viewpoint neutral.
5. The following restrictions apply to the manner of use of any Public Forum Area:
 - a. Interference with the free flow of vehicular or pedestrian traffic within Campus or the entrances or exits of any buildings on Campus is not permitted.
 - b. Interference with the orderly conduct of classes or other MATC-approved activities, including ceremonies or events, is not permitted.
 - c. Use of Fighting Words, True Threats, other unprotected expression or activity, engaging in harassment, or violation of state or federal law while using or occupying any Public Forum Area is not permitted.
 - d. Use of amplified sound is only permitted in outdoor Public Forum Areas (See Attachment A) and must be intended to be heard only in the immediate vicinity of the outdoor Public Forum Area in order to minimize any disruption to the central academic mission of MATC. Volume at lower levels in any Public Forum Area may be restricted when necessary to prevent interference with any academic or other program taking place in Campus areas.
 - e. Damage or destruction of property owned or operated by MATC or property belonging to Students, Employees or Guests of MATC is prohibited. Persons or organizations causing any such damage may be held financially and/or criminally responsible.
 - f. All Public Forum Areas must be left clean and in good repair after use. Persons or organizations failing to comply may be held financially responsible for any resultant cleanup costs.



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PUBLIC FORUMS

Code: GG0053-1

- g. Materials can be distributed (see hand billing above) however they may not be left in any spaces after a person is actively using the space.
- h. To maintain a comfortable environment for students and employees, we ask that individuals or groups respect students and employees' personal space; any disruptions of this nature reported to MATC Public Safety will be addressed following college procedures.
- i. The college does not provide materials or support such as a table, sound amplification or other items to users of a Public Forum Area.

D. Timing

Priority is given to users for no more than five (5) days in any three-week period.

E. Enforcement

Non-compliance with this procedure may result in denial of access to assemble on properties owned or controlled by MATC.

**Responsible Divisions: College Advancement & External Communications and
Office of General Counsel**