

ADMINISTRATIVE REVIEW MATRIX

Internal use only. Apply the same neutral review criteria to each request. The viewpoint, position, popularity, or controversial nature of the message is not a basis for the College's determination.

Requestor Information			
Full Name		Mobile Phone	
Email		Requested Date	
Start Time		End Time	

Review Area	Review Question	Routine / No Issue	Needs Modification / Review	Cannot Approve as Proposed
Requester	Is sufficient identity/contact information provided?	Complete information received.	Additional clarification needed.	Requester will not provide information needed to process request.
Location	Is activity confined to the Rudy Acosta Pavilion?	Yes.	Setup/location within Pavilion needs adjustment.	Requester will not comply with designated-area limitation.
Time	Is activity within designated hours?	Yes.	Exception or adjusted time requires approval.	Requested time cannot reasonably be accommodated.
Activity	Is the proposed conduct sufficiently described and consistent with expressive activity?	Nature and format are clear.	Clarification or conditions needed.	Proposed conduct cannot be accommodated under applicable policy/law.
Participants	Can anticipated participants be accommodated in the Pavilion?	Yes.	Setup or participant footprint needs adjustment.	Size/footprint cannot be safely accommodated as proposed.
Materials / Equipment	Can the proposed setup be safely accommodated?	Routine materials/setup.	Specific equipment or setup needs modification.	Equipment/setup creates an issue that cannot reasonably be mitigated.
Sound	Is sound proposed and can it comply with applicable parameters?	None or compliant.	Limits/conditions needed.	Proposed sound use cannot comply with applicable parameters.
Operations	Can normal College operations continue?	No material operational concern identified.	Reasonable time/place/manner conditions needed.	Material disruption cannot reasonably be addressed through modification.
Safety & Security Planning	Are there identifiable circumstances warranting additional planning for the safety of participants and the campus community?	Routine; no special planning indicated.	Consult OCPD/administration and identify reasonable measures.	Specific, articulable concern cannot reasonably be mitigated.
Policy / Legal	Does the request comply with applicable law and College policy?	Yes.	Administrative/legal clarification or conditions needed.	Cannot comply as proposed.

DETERMINATION

☐ Approved ☐ Approved with conditions/modifications ☐ Additional information required ☐ Not approved

Conditions/modifications or additional information requested:

Basis for conditions, modification, or non-approval:

Administrative/OCPD consultation, if applicable: _____