



PROCEDURES GOVERNING DISTRIBUTION OF LITERATURE

1. Recognized University organizations, groups or members of the campus community may utilize sites designated for the sale or distribution of literature, including leaflets, handbills, handouts, newspapers and other written material when not in connection with a scheduled University event by notifying the University Center Administration in accord with general University scheduling procedures at least 24 hours prior to the requested use. Recognized University organizations, groups or members of the campus community must notify Reservation Services of their request to use University facilities or grounds in connection with a scheduled university event at least 72 hours prior to the date of requested use. All use will be subject to review in accord with the Standards for Evaluating Requests for Use of University Facilities and Grounds and to the General Procedures Governing Use of Facilities and Grounds. In the event of scheduling conflicts or other disruption to the orderly operation of the University, the University reserves the right to change the date, time and location of the distribution and if necessary, cancel the event.
2. In order to avoid scheduling conflicts, and allow sufficient time to evaluate space, security, parking, staffing, and other needs and to plan and organize the allocation of University resources, individuals, organizations or businesses not affiliated with the University must obtain written permission to sell or distribute literature from the University Center Administration, located in University Center room 6, in accord with regular University scheduling procedures and in the case of any sale, must comply with the requirements of the Independent Vendor Policy. Application must be made six working days prior to a scheduled University event, or six weeks prior to the requested date if not in conjunction with a University event, in accordance with University scheduling requirements. All use is subject to review in accordance with the Standards for Evaluating Requests for Use of University Facilities and Grounds and the General Procedures Governing the Use of University Facilities and Grounds.
3. Sites designated for the sale or distribution of literature includes, the main entrances to the University Center Atrium. Distribution of literature at locations adjacent to University facilities and grounds, including the sites of University events, cannot impede traffic, pedestrian flow, access to or from a facility, or present a threat to public safety.

4. The total number of people or organizations, distributing or selling literature on-campus or at any one location may be limited. In accordance with general University policy, preference will be given to members of the University community. In acting on requests from non-campus groups or representatives, those sponsored by recognized University organizations or groups will be given preference.
5. Harassment of members of the University community by those selling or distributing literature, or sale or distribution outside of the hours or locations for which permission has been granted, will be cause for immediate revocation of permission and could result in a suspension of future usage privileges.
6. Decisions regarding requests under these guidelines will need to take into account both any special circumstances that may relate to University activities and the burden that permission to sell or distribute literature may place on the University's security force, administrative staff and facilities.
7. If special circumstances are presented, shorter time lines and different locations may be considered by the University.
8. The appeal procedures detailed in the General Procedures Governing Use of Facilities and Grounds apply in the event of a challenge to a decision by the University.

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