

# Distribution of Printed Materials Procedure

## College of DuPage

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### **Purpose**

The College of DuPage (the "College") property is primarily dedicated to academic, student life and administrative functions but it also represents the marketplace of ideas. To promote the free exchange of ideas, the College permits students, employees, and community members to distribute printed materials and to solicit signatures on campus subject to the reasonable restrictions of time, place, and manner contained in this procedure. The College does not assume any obligation or responsibility for the content of materials distributed.

Nothing in this procedure permits the College to regulate the content of expressive activity protected by the First Amendment. The College maintains a position of neutrality as to the content of expression and any written material distributed on campus under this procedure. The College shall not impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression.

### **Indoor Locations**

People wishing to distribute printed materials indoors will have a choice to reserve a table at either of the following two locations based on availability:

- An assigned table provided at the northwest corner of the intersection of the 1st floor hallways of the Student Resource Center and Student Services Center.
- An assigned table on the north wall of the 1st floor lobby of the Health and Sciences Building (HSC).

Reservation requests will be processed on a first-come, first-served basis, but in the event that multiple requests conflict, the following order of precedence shall govern:

1. Official College sponsored events and activities;
2. Recognized student organizations, events and activities;
3. Student events and activities;
4. All other College community events and activities; and
5. Non-College affiliated speakers.

### **Posted Disclaimer**

A sign indicating the person/group's non-affiliation with the College will be provided by the Office of Student Life, SSC 1217, and will be displayed behind the table during the distribution period.

### **Reservation Process**

Any group or individual who wishes to distribute printed material or collect signatures at an indoor location on campus must complete the Distribution of Printed Materials Reservation form. Copies of reservation forms are available in the Office of Student Life, SSC 1217 and online at [http://www.cod.edu/student\\_life/print\\_guidelines.aspx](http://www.cod.edu/student_life/print_guidelines.aspx).

The reservation forms must be turned in to Student Life at least four business days prior to the requested date of distribution. Applicants are encouraged, but not required, to attach copies of the materials to be distributed or displayed to the reservation form.

The College will respond to reservations within four business days.

Approval to distribute printed materials or collect signatures will not be based on the content of the printed materials or petition. Approval is required only to assure non-interference with the ongoing programs or regular business of the College.

### **Terms and Conditions for Indoor Locations**

Materials that are libelous, obscene (under current legal standards), violate or encourage the violation of federal, state, or local laws, or likely to incite or produce imminent lawless action will not be permitted.

Solicitation of donations and acceptance of donations is prohibited.

Distribution of printed materials or solicitation of signatures is permitted only from 8 a.m. to 6 p.m. and during meetings at which any business of a public body is discussed or acted upon. Users shall be allowed up to five days each term, either consecutively or individually. Requests for additional dates are subject to availability and may be scheduled no more than two weeks in advance if the designated space has not already been reserved.

Distribution of printed materials must be done in person. At least one member from each organization must be present to handle the distribution and to explain the material to interested persons.

Individuals distributing printed materials or soliciting signatures must remain in the designated area behind the table.

The distribution of printed materials must not disrupt the flow of student, faculty, or staff traffic, or interfere with the rights of others. Attempts to demand, threaten, or otherwise coerce passing individuals into accepting materials or signing petitions is not allowed.

All unused materials must be taken away when the distribution period is finished.

The use of any amplification devices is not allowed. Noise must be kept to a level not disruptive of College operations.

Distribution of printed materials may not represent a clear and present threat to public safety, according to the College police.

Posting of any materials on College property is not allowed.

Applicants agree to pay for any damages attributable to their use of College equipment and facilities.

The College shall not be responsible for any loss or theft of the user's personal property.

### **Outdoor Locations**

Distributing printed material and soliciting signatures for petitions are permitted in public, outdoor areas of the College campus that are open to the campus community and general public with the following terms and conditions. No reservation or pre-approval is necessary to distribute material outdoors.

### **Terms and Conditions for Outdoor Locations**

Only non-commercial entities are allowed to distribute printed materials.

Materials that are libelous, obscene (under current legal standards), violate or encourage the violation of federal, state, or local laws, or likely to incite or produce imminent lawless action will not be permitted.

Solicitation of donations and acceptance of donations is prohibited.

Distribution of printed materials is permitted only from 8 a.m. to 6 p.m. and during meetings at which any business of a public body is discussed or acted upon.

Distribution of printed materials must not disrupt College activities, including classes or previously scheduled campus events.

Distribution of printed materials must not represent a clear and present threat to public safety, according to the College police.

Distribution of printed materials must not block access to College buildings.

Distribution of printed materials must be done in person. At least one member from each organization must be present to handle the distribution and to explain the material to interested persons.

Distribution of printed materials must not interfere with pedestrian or vehicular traffic.

Distribution of printed materials must not interfere with the rights of others. Attempts to demand, threaten, or otherwise coerce passing individuals into accepting materials or signing petitions is not allowed.

Distribution of printed materials must not impede others from enjoying access to the same area.

Distribution of printed materials must not be done in locations that are currently reserved or being used by recognized College groups (e.g. McAninch Arts Center performance groups, College offices, recognized student clubs or organizations, rental clients).

Users are responsible for picking up any materials dropped on the ground around the areas of distribution. The College may charge such individuals a cleanup fee if area is not kept clean.

The use of any amplification devices is not allowed.

Posting of any materials on College property is not allowed.

Users agree to pay for any damages attributable to their use of College equipment and facilities.

The College shall not be responsible for any loss or theft of the user's personal property.

### **Other Considerations**

Violations of this procedure may result in withdrawal of permission to distribute printed materials or solicit signatures on campus, and individuals may be prohibited from distributing printed materials or soliciting signatures in the future.

Users of this policy understand and agree that use of the College facility and equipment is at their own risk. The College shall not be liable for any injuries or damages, lawsuits, or causes of action whatsoever to the user, for property damage, bodily injury, and/or death, whether or not caused by negligence, arising out of or connected with the user's use of the College facility and equipment.

This procedure shall not apply to any person or organization desiring to sell merchandise or services on campus. Persons or organizations wishing to sell merchandise or services on campus should contact the Office of Student Life, SSC 1217, at studentlife@cod.edu or 630-942-2243, to request information on the Student Club Vendor Program.

# Distribution of Printed Materials Reservation For Indoor Locations Only College of DuPage

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Requested Dates, Times, and Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are copies of materials to be distributed attached? \_\_\_\_ Yes \_\_\_\_ No

With my signature, I certify that I am an appointed representative and that I have the authority to act on behalf of the organization or association requesting the use of College of DuPage facilities. I agree individually and on behalf of the organization to indemnify, defend, and hold harmless College Community District 502, its officers, Board members, and employees, individually and collectively, for any claim or claims which might arise out of the use of College facilities as herein provided. In addition, I agree that I have read, understand, and accept College of DuPage's Terms and Conditions as set forth in College of DuPage's Distribution of Printed Materials Procedure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Optional: In order to allow us to keep detailed records and to be able to accurately respond to any inquiries regarding your presence on campus, please describe the purpose of the material to be distributed or the reason for the solicitation of signatures. This information will not be used as part of the approval process.

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