



Distribution of Materials Guidelines For Off-Campus Organizations

The regulation of any commercial or solicitation activity on the Campus is necessary to preserve the educational mission of the Campus, to prevent unnecessary distraction during classes and study periods, to provide for the safety of our students, faculty, and staff members, and to protect the property of students, faculty, staff, and the College.

Commercial or for-profit entities are not permitted to solicit on campus. Non-profit organizations (as defined by the Federal Internal Revenue Code) may distribute literature on the Campus under the following guidelines.

1. Requests for distribution must be submitted in writing to the Campus Student Activities Office no later than ten business days prior to the date of distribution, and will be considered by the Dean of Student Services. Written approval is required and must be produced by the parties upon request.
2. If approved to distribute literature, organization representatives must remain behind tables provided by the Campus.
3. No person, including a student or employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard; or engage in speech if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
4. Distribution of literature must be conducted in a manner that does not interrupt or interfere with the academic programs or administrative activities of the college or any program or activity that is conducted by or is authorized by the College; does not interfere with entry to or exit from a building, structure, or facility; does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities; **does not harass, or intimidate the person or persons being solicited; and does not violate applicable State, federal, or local laws or regulations:**
5. No more than one table may be staffed by an approved organization. The Campus Scheduling Office/Campus designee will determine the location of each table to be staffed. The locations of tables shall be reasonable to assure access by students but also assure free flow of pedestrian traffic.
6. Individual organizations may distribute literature no more than 3 days in a semester and no more than nine days in a calendar year on any one campus of the college. Exceptions to the number of days is at the discretion of the Campus Dean of Student Services.
7. Literature promoting activities or businesses that deal in products or merchandise which is not legal for minors to obtain or purchase is not permitted.
8. Audio/Visual materials must be appropriate for viewing by minors that may be present on the Campus.
9. Audio equipment must be adjusted as not to be heard more than fifteen feet from the table.
10. The sale of items or publications is not permitted.

Failure to comply with these regulations and other rules and regulations of the College (including the Student Code of Conduct) may result in the revocation of an organization's privilege to distribute literature at the college. Persons violating this policy will be asked to leave by campus administration or security. Employers wanting to recruit on campus should consult the "On-campus Recruiting Guidelines found at the Career Center website (www.palmbeachstate.edu/ocr.xml).