

SUBJECT: Distribution of Printed Material	Effective Date: 10-30-09 Amended 4-30-18	Policy Number: 4.2.4	
	Supersedes: New	Page 1	Of 3
	Responsible Authorities: Vice President, Administrative Affairs Vice President, Student Affairs Vice President, Public Affairs		

APPLICABILITY:

This policy is applicable to all members of the University community, including all students, faculty, staff and all visitors to the university or any of its campuses, facilities or events. This policy supplements other related University policies and regulations, including those pertaining to the use of University facilities, the posting of posters, notices, temporary ground signs and banners, and campus free speech.

POLICY:

I. Introduction. The distribution of printed material, including newspapers, handbills, leaflets, pamphlets, magazines, and printed paper(s) shall only be permitted on University property in a manner that does not materially and substantially disrupt University programs, classes, and studies of its faculty, staff, and students, the safety of University students, faculty, and staff, and the protection of the property of the University and its students, faculty, and staff, as provided below. University property should be free from excessive and abusive commercial and promotional materials, which deface and depreciate the value of our grounds, facilities, and campuses.

II. General Distribution Guidelines: Any individual, group or organization desiring to distribute printed material on University property may distribute such materials in those areas permissible for assembly pursuant to the University’s policies on campus free speech, and under the following conditions:

- (a) The individual, group, or organization is subject to the Student Code of Conduct if a student or student group or organization at the University and all individual, groups or organizations are subject to University, state and federal laws and

III. Use of Newsstands or News Boxes.

- (a) All printed material sold or distributed without charge, which is left unattended, shall be stacked for distribution in distribution stands constructed of either metal or plastic previously approved by the Department of Space Utilization and Analysis (SUA).
- (b) All newsstands shall be kept in a neat and clean condition, and shall be used in a regular and periodic manner. Any stand not so kept and used may be removed, stored and disposed of by appropriate University personnel upon request of SUA, as a nuisance to the University Community.
- (c)