

Distribution of Printed Materials Guidelines and Application

College of DuPage

Purpose

To promote the free exchange of ideas, College of DuPage permits students, employees, and community members to distribute printed materials and to solicit signatures on campus subject to the restrictions of time, place, and manner contained in this policy.

Disclaimer

College of DuPage does not assume any obligation or responsibility for the content of materials distributed. A sign indicating the name of the person/group distributing the information and its 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.

Location

An assigned table will be provided at the northwest corner of the intersection of the 1st Floor hallways of the Student Resource Center and Student Services Building.

Procedure

Any group or individual who wishes to distribute printed material or collect signatures on campus will complete the application on page two of this document. Additional copies of this application are available in the Office of Student Life between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, on days the College is open.

A sample of all material to be displayed or distributed, including petitions, must be attached to the Distribution of Printed Materials Application.

Forms and materials must be turned in to Student Life at least four business days prior to the requested date of distribution.

The College will respond to applications 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

All printed materials must identify the issuing person(s) or organization(s).

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 during normal business hours on days when classes are in session. 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 showing of video materials or the playing of audio devices is not allowed.

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.

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

Other Considerations

Violations of this policy 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.

Applicants 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 guest, for property damage, bodily injury, and/or death, whether or not caused by negligence, arising out of or connected with the guest's use of the College facility and equipment.

Persons or organizations wishing to sell merchandise 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.

APPLICATION

Print Name: _____

Organization: _____

Phone Number: _____

Email: _____

Street Address: _____

City, State, Zip: _____

Please describe the purpose of the material to be distributed or the reason for the solicitation of signatures:

Requested Dates and Times:

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 listed in this document.

Signature

Date