

ADMINISTRATIVE PROCEDURES

Title: DISTRIBUTION OF MATERIALS AND DISSEMINATION OF INFORMATION	Identification:	5.07
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	Effective Date:	April 14, 2015
Authority: SBE 6A-14.0201 FS 1001.64; 1001.65 HCC Rule 6HX-10-2.09	Signature/Approval: Dr. Ken Atwater	

PURPOSE

This procedure provides guidelines for the distribution of materials and dissemination of information at the College.

PROCEDURE

It is the intent of Hillsborough Community College (HCC) to provide for the exchange of written thoughts and ideas in an orderly fashion and without disruption to the normal operation of the College. HCC supports free speech within the appropriate and reasonable context of time, place and manner. HCC encourages the dissemination of information on our campuses in a way that is consistent with the educational mission of the College. All entities involved in the dissemination of information are subject to local, state and federal laws that govern a person or their rights or expression, including freedom of speech. The College makes a distinction between commercial and non-commercial literature, posters, handbills and banners.

1. SOLICITATION AND DISTRIBUTION OF MATERIAL

- A. To solicit or to distribute literature or other materials at a campus of HCC, a College-related or non- College related individual, group or organization will submit a completed request to the appropriate campus Dean of Student Services. The request should be submitted at least five (5) working days prior to the activity. (For the District Administrative Offices, the request must be submitted to the Vice President of Student Services/Enrollment Management.)
- B. The College reserves the right to designate a specific area for these activities and reasonable time, place and manner restrictions.
- C. Materials or literature that are offensive to good taste will not be permitted to be distributed, posted or made available. College personnel or students who violate this administrative procedure will be handled in accordance with the appropriate administrative procedure on discipline. Non-College personnel who violate this administrative procedure will be asked to leave the College premises.

2. DISSEMINATION OF INFORMATION/EXHIBITS AND DISPLAYS - All individuals and organizations are required to request approval by completing the appropriate form at least five (5) days prior to the planned event. HCC will designate areas at the campus for the dissemination of information including those with exhibits, displays and other accessories including table and chairs. The following guidelines apply:

- A. Representatives must not approach a person passing by the area.

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- B. Printed materials must be kept on assigned tables and made available only to those who request a copy.
- C. Distributing gifts/tokens requires prior approval.
3. **BULLETIN BOARDS** - To post information, literature, posters, bulletins, etc., on bulletin boards assigned to a particular organization, the information must be authorized by the appropriate organization assigned to the particular bulletin board (i.e., FUSA, Student Government Association).
4. **PUBLIC ASSEMBLY OR COMMON AREAS** - Both organizers and participants will act to ensure the safety, health and welfare of HCC students, faculty, staff, visitors; as well as, to College and personal property. The following guidelines apply:
- No interference with College activities
 - No interference with individuals who walk by event
 - No interference with HCC events
 - A public assembly can only occur in designated College areas
 - An assembly should not cause litter or damage HCC property
 - No obstruction of entrances
 - Cannot infringe on HCC students, faculty and staff rights
 - Cannot interfere with HCC's educational mission and operations
 - Cannot incite others to create a danger to others or to property
 - Cannot interfere with an authorized speaker
 - Cannot violate any federal, state and local laws or College policy, rule or procedure
 - Use of sound amplification requires prior approval
5. **EXHIBITORS**
- A. Recognized student organizations may use designated common areas to promote their interests and encourage participation including fundraising activities.
- B. During designated vendor days, commercial entities may offer information regarding their goods and services. Each campus schedules vendor days each term. No sales or commercial transactions are allowed during vendor days.
- C. Individuals or organizations may visit a campus for non-commercial activities such as recruiting or general dissemination of information. HCC reserves the right to set reasonable limits per event or organization.
6. **POSTING OF PRINTED MATERIALS** - With the exception of department and College developed information, no items may be posted (taped, stapled, glued or otherwise) on any glass, painted or finished surface on College property. No items may be posted on College trees, poles or placed on vehicle windshields or any other manner.

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HCC has separate procedures/forms for Facility Use/Rentals and Enterprise Week for businesses.

History:

Adopted: 11/15/78; Revised: 7/16/90, 3/4/92, 6/7/94, 6/15/99, 4/29/02; Formerly 3.307;