

Distribution of Literature Policy

I. Purpose

This section outlines the policy and procedures regarding distribution of literature and dissemination of information on the Harper College campus by individuals, registered student organizations, and non-profit groups or agencies.

II. Policy

1. Individuals, registered student organizations, and non-profit groups may distribute literature and disseminate information on campus in accordance with the following time, place, and manner regulations which are intended to promote freedom of expression while preventing interference with the free flow of traffic and with regular activities and operations of the College.
 - a. Unregulated distribution of literature has the potential to disrupt College activities, functions, and services; interfere with pedestrian traffic; pose safety hazards; contribute to clutter, litter, and cause visual blight; and result in expenses for cleanup, handling, and environmental costs.
 - b. Public spaces, including sidewalks, lobbies, courtyards, hallways, and other paths, thoroughfares, and open areas must be maintained so as to permit orderly and safe access and travel for pedestrians, and where appropriate, bicycles and other vehicles. Literature may be distributed by hand in public spaces outside buildings, as long as the distribution does not cause disruption or other adverse effects as noted above. Small handouts pertaining to College functions or activities may be distributed by hand in public spaces inside buildings, so long as the distribution does not cause disruption or other adverse effects, as noted above.
 - c. Leafleting is not permitted inside College buildings except at reserved tables as explained in III.B.2, below.
2. The sponsoring organization or individual may be held responsible for costs of cleanup associated with the distribution of information and literature in violation of this policy. A student organization which violates the policy is also subject to the Student Conduct Code and to administrative responses that could affect the organization's future use of College facilities or other privileges afforded to it by the College.
3. Permission to distribute materials does not imply College endorsement of views expressed in the materials.

III. Procedures

A. Outdoor distribution of literature and other expressive activity

1. Any person may distribute literature by hand or communicate information on outdoor areas of the College campus which are open to the general public. Distribution of literature that is obscene or pornographic is prohibited.
2. Outdoor distribution of literature from information tables is restricted to designated areas in the paved area of the Quad surrounding the bust of William Rainey Harper. Official College functions such as Graduation and the Student Involvement Fair are exceptions to these procedures.
 1. Two table spaces will be made available on a first come, first served basis, except that registered student organizations shall have priority for reservations.
 2. Individuals, registered student organizations, and non-profit groups or agencies may not reserve more than one outdoor table space for a particular date.
 3. Requests to distribute literature from outdoor information tables should be made through the Center for Student Involvement, which will then place approved requests through Conference and Event Services.
 4. Tables must be attended by a representative of the reserving organization.
 - a. Materials shall not be distributed by placing copies on or in vehicles (including bicycles) on College property.

B. Indoor distribution

1. Approved student organizations, individual students, campus departments, outside non-profit groups or agencies, and individuals sponsored by a Harper College organization or department may distribute literature in the indoor locations designated in III.C, III.D and III.E, as described below. Materials may not be distributed in offices, laboratories, classrooms, or other non-designated locations except as part of official College functions, and shall not be distributed in a manner that would cause disruption to the regular activities of the College.

C. College representatives (College organizations, students and departments) may use tables to staff in accordance with the following rules:

1. A designated area is available only upon advance request, and may be obtained by completing and submitting a reservation form with the Center for Student Involvement, Building A, A336, 847.925.6242.
2. Designated areas for College representatives are located in Student Center-Building A, Building Z, Building J lobby, or Building D.
3. To request a table, contact the Center for Student Involvement, Building A, A336, 847.925.6242.
4. Space shall be allocated on a first-come, first-served basis. Please note that the College will give use requests by Harper representatives priority over requests by non-College groups. In addition, the College may reserve identified locations for use by representatives of colleges and universities who visit campus to provide students with information about educational opportunities and transfer to four-year institutions.
5. Displays or distribution by College representatives may be restricted or prohibited when the Student Center-Building A is reserved for a college-sponsored activity.
6. Although College representatives may reserve space in other areas on campus, only one reservation in the designated areas (Student Center, A244 and Building, J133) will be accommodated per day. No more than three tables or displays may be placed in the designated area in the Student Center at the same time. A maximum of two tables are designated for College representatives in Building J. One additional table may be reserved by recognized student organizations or nonprofit agencies on a first-come, first-served basis.

7. Tables will be provided by the College. Displays shall not exceed 4' x 8' in size. The tables and displays will be placed next to the windows along the south corridor of the Student Center lounge in front of the glass case near the Z119/117 sign, or along the north wall by the events sign in the Business and Social Science Center.

D. Non-College representatives (approved organizations and nonprofit agencies) may use tables to staff in accordance with the following rules:

1. A designated area is available only upon advance request, and may be obtained by completing and submitting a reservation form with Conference and Event Services, Building R, R210, 847.925.6186.
2. Designated areas are located in the Student Center-Building (A244) or the Building J lobby (J133).
3. Space shall be allocated on a first-come, first-served basis at the time of arrival each day. Please note that the College will give use requests by Harper representatives priority over requests by non-College groups. In addition, the College may reserve identified locations for use by representatives of colleges and universities who visit campus to provide students with information about educational opportunities and transfer to four-year institutions.
4. No displays or distribution shall be conducted when the Student Lounge or Student Center-Building A is reserved for a College-sponsored activity.
5. Only one reservation in the designated areas (Student Center, A244 and Building J, J133) will be accommodated per day. Displays shall not exceed 4' x 8' in size. The tables and displays will be placed next to the windows along the south corridor of the Student Center lounge or along the north wall by the events sign in the Business and Social Science Center.
6. In order to allow as many groups as possible to be represented in the Student Center, a non-College requester may reserve a space for a maximum of two individual dates per semester.
7. There must be at least one person staffing the table/display at all times, not to exceed four people.
8. The College will assume a violation of these procedures has occurred when an organization does not staff its reserved space without notifying the Manager of Conference and Event Services of the cancellation within 24 hours of the reservation by phone or email.

E. In addition, both College and non-College representatives must comply with the following rules:

1. Use of a designated area must be requested at least five days prior to the desired date of use. Requests for a subsequent semester will not be accepted earlier than six weeks prior to the beginning of that semester.
2. Displays at the College may not be disruptive in nature, and users of or visitors to displays in designated areas may not engage in disruptive conduct. No sound amplification equipment may be used in the designated area. The reserving group is responsible for contacting campus security in the event of disruptive conduct.
3. The College reserves the right to have staff, campus security and/or police present for the safety and well-being of all students, staff and guests.
4. Representatives of organizations or agencies may not leave the display table to approach students, and representatives must clearly identify themselves to individuals who visit the table.
5. Alcoholic beverages, narcotics, use of tobacco products or e-cigarettes, profane language, quarreling, fighting, or gambling are prohibited anywhere on campus, including in designated areas identified in these procedures.
6. Solicitation of funds, the sale of goods or services, or advertising for the sale of goods or services is prohibited; Exceptions may be granted to tax-exempt charitable organizations if approved in advance (by the Center for Student Involvement for College representatives and by Conference and Event Services for non-College representatives).
7. The distribution of literature that is obscene or pornographic is prohibited.
8. Representatives and/or organizations are responsible for prompt payment of any damage to College property.
9. An individual or organization which wishes to register a complaint concerning another person or organization's distribution of literature or other expressive activity on campus should communicate that concern to the Associate Dean of Student Affairs, who shall cause the complaint to be investigated and shall, if appropriate, endeavor to mediate and resolve the differences between the complainant and the person or entity whose activity is the subject of the complaint.