

**FREE SPEECH AND EXPRESSIVE ACTIVITIES POLICY
INDOOR DISTRIBUTION OF LITERATURE (TABLE) RESERVATION REQUEST FORM**

This form **MUST** be fully completed & submitted, a minimum of **1 week** in advance for any request. Space and table availability is limited, and reservations are allocated on a first come first served basis. Priority of reservations will be given in the following order: College student organizations, College departments, community members/organizations.

Each individual or group is limited to a maximum of four (4) table reservations per month. Internal individuals/groups should complete page 1 of this form. External individuals/groups should complete page 2.

Return completed forms to freespeech@harpercollege.edu

Internal Reservations (External on following page):

Sponsoring Student Club/Org or College Department: _____

Club/Org Account Number (if applicable): _____

Date(s) of Activity: _____

Table Access needed from: _____ AM/PM until _____ AM/PM

**Table access is permitted between 8am to 11pm on days when the campus is open*

Location(s)

First Choice: _____

Second Choice: _____

Location options: Building A hallway, Building D Rotunda, Building J Lobby, Building L near bookstore, Building Z hallway (Avante)

Contact Name: _____

Email: _____

Phone: _____

Club/Org Advisor (if applicable): _____

Description of Planned Use & Intended Activities:

By submitting this document, the requesting individual and/or organization acknowledges that they have reviewed the Harper College Free Speech and Expressive Activities Policy & Procedural guidelines (including the excerpt found on page 3 of this document) and that they are expected to comply with all rules and regulations contained therein.

Campus Contact Signature: _____ Date: _____

Club/Org Advisor Signature (if applicable): _____ Date: _____

External Reservations:

Name of External Organization: _____

Address of Organization: _____

Website of Organization: _____

Description of Organization: _____

Date(s) of Activity: _____

Table Access needed from: _____ AM/PM until _____ AM/PM

**Table access is permitted between 8am to 11pm on days when the campus is open*

Location(s)

First Choice: _____

Second Choice: _____

Location options: Building A hallway, Building D Rotunda, Building J Lobby, Building L near bookstore, Building Z hallway (Avante)

Contact for the Reservation: _____

Email: _____ Phone: _____

Name(s) of all persons who will staff the reserved space: _____

**To prevent crowding, tabling is limited to four (4) persons per table*

Description of Planned Use & Intended Activities:

By submitting this document, the requesting individual and/or organization acknowledges that they have reviewed the Harper College Free Speech and Expressive Activities Policy & Procedural guidelines (including the excerpt found on page 3 of this document) and that they are expected to comply with all rules and regulations contained therein.

Signature: _____ Date: _____

Print Name of Signer: _____ Title: _____

Section IV of the Free Speech and Expressive Activities Procedural Guidelines: Indoor Distribution of Literature (“Tabling”) Guidelines.

The Policy & Procedural Guidelines in full, including what constitutes a violation of the Policy & Procedural Guidelines, can be found at the following link:

<https://www.harpercollege.edu/catalog/handbook/policies/academic/freespeech.php>

IV: Indoor Distribution of Literature (“Tabling”) Guidelines

1. Indoor Distribution of Literature is only allowed in designated areas in Buildings A, Z, J lobby, D and L through reserved tabling activities. Unregulated Indoor Distribution of Literature has the potential to disrupt College operations, produce litter, and result in unplanned clean-up costs.

- Table Reservations are allocated on a first come first served basis. Priority will be given in the following order:
- College Student Organizations
- College Departments
- Community members/organizations

Space permitting, each individual or group is limited to a maximum of four (4) table reservations per month.

2. To prevent crowding, tabling is limited to four (4) persons per table.

3. Persons tabling may not leave the table to approach anyone and they must clearly identify themselves to individuals who visit the table. With limited exceptions (see “Solicitation” section of this policy for additional information), the solicitation of funds is prohibited. *Any sale of goods or services must be approved by freespeech@harpercollege.edu.*

4. Tabling may be temporarily prohibited in a particular building when that building is reserved for a College sponsored activity. Should the College require the use of any building which includes a previously reserved table location, then every effort will be made to relocate or reschedule that tabling reservation.