

PROCEDURE TITLE:	SOLICITATIONS, DISTRIBUTION OF MATERIAL, AND OUTDOOR DEMONSTRATIONS
PROCEDURE NO.:	5.10:1
RELATED POLICY:	5.10 REV
PAGE NO:	1 OF 5
RESPONSIBLE ADMINISTRATOR(S):	PUBLIC SAFETY
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APPROVED BY:	PRESIDENT

## 1.0 APPLICATION

1.1 This procedure governs all University owned, operated or managed facilities and property, including university student housing.

1.2 This procedure does not apply to:

1.2.1 Shawnee State University initiated or approved solicitations and events;

1.2.2 Shawnee State University Development Foundation approved solicitations and events.

1.3 Students and student organizations are not subject to this procedure but are subject to the solicitation guidelines established in the [Student Organizations Guidelines](#).

## 2.0 DEFINITIONS

2.1 "Solicitation" means any activity conducted for the purpose of advertising, promoting, fund raising, purchasing for commercial purposes, or selling any product or service, encouraging membership in any group, association or organization, or distributing printed or other material.

2.2 "Non-work area" means areas where employees generally do not perform their official duties, and generally includes lobbies, cafeterias, public areas or parking lots, except as to employees, such as maintenance and custodial employees, whose responsibilities include such areas.

2.3 “Protests” and/or “Demonstrations” includes, as used in this procedure, but is not limited to, picketing, petition circulation, public speech making or group rallies.

2.4 “University Property” means, as used in this procedure, university grounds and any facility and surrounding real property that is owned, leased or managed by Shawnee State University.

### 3.0 SOLICITATION AND DISTRIBUTION ACTIVITIES BY NON-UNIVERSITY INDIVIDUALS OR GROUPS

#### 3.1 General Prohibition on Solicitation for Funds, Sales, and Commercial Purposes

3.1.1 Non-university solicitation for funds, sales, subscriptions or commercial purchases by non-university organizations and individuals are prohibited on university grounds, and in university buildings and other university property, including student housing, except upon written permission of the President or Vice President for Finance and Administration or respective designee. This prohibition does not apply to university authorized stores, food operations, departments, divisions or units of the university.

#### 3.2 Distribution of Literature Restrictions

3.2.1 Outdoor Space. Except as otherwise noted in this procedure, non-university individuals or groups may, without advanced notice, distribute literature or other material on university grounds that are open to the general public, so long as such activity does not disrupt or interfere with University educational or administrative activities and is in compliance with local ordinances.

3.2.1.1 Distribution or placement of literature upon any automobile or vehicle parked on university grounds is prohibited.

3.2.1.2 Space must be reserved if tables, platforms, standing displays or similar items will be utilized. See [Event and Conference Services](#) for reservation and cost information.

3.2.2 Indoor Space. Non-university individual or groups may, with written permission by an authorized University official, solicit or distribute material in certain University indoor spaces. An organization or non-

employee of the University wishing to solicit or distribute literature must request permission from the Director of Event and Conference Services in writing at least forty-eight hours in advance of the proposed visit. See [Event and Conference Services](#) for reservation and cost information.

#### 4.0 SOLICITATION AND DISTRIBUTION ACTIVITIES BY EMPLOYEES

- 4.1 Employees may solicit or distribute literature to other employees in non-work areas only to employees who are on non-work time, and it is not be disruptive to employees who are on working time.
- 4.2 Employees are prohibited from using the University's internal mail system, electronic systems or any other university equipment facilities or materials such as telephones, copying machines, stationery, for solicitation purposes. Such use is considered an abuse of university property.

#### 5.0 PROTESTS AND DEMONSTRATIONS

##### 5.1 General Statement

- 5.1.1 Subject to additional restrictions stated in this procedure, any individual or group may publicly express views or demonstrate on non-restricted outdoor areas, without prior notification, as long as they do not disrupt classes or university functions.

##### 5.2 Prohibited Areas

- 5.2.1 Protests and demonstrations may not occur inside university buildings, on porches or porticos of University buildings or facilities. Nor may demonstrations impede ingress or egress to the University, any University property, parking lot, building, facility, or event.
- 5.2.2 Protests and demonstrators must be at least 25 feet from any University building during classroom hours.
- 5.2.3 Protests and demonstrators, including individuals who are distributing literature must stay at least 25 feet from any outdoor University event or approved event.

##### 5.3 Other Restrictions

5.3.1 Amplified sound can quickly and easily create a disruption on the SSU campus, due to the campus' size and close proximity between buildings. Therefore, use of amplified sound is prohibited unless it is approved in advance through the Events and Conference office for a scheduled event at a time that would not interfere with University classes and other University operations.

5.3.2 Protests and demonstrations may be subject to local ordinances.

## 6.0 UNIVERSITY RIGHT TO PREVENT DISRUPTION

6.1 The University reserves the right to control or regulate any solicitation or distribution activity if the Director of Public Safety or his/her designee determines such activity is disruptive or that it interferes with the University's operations, programs or activities. This includes the right to direct the solicitation or distribution activity to another location or terminate the activity.

6.2 Disruption includes, but is not limited to:

6.2.1 Interfering, or attempting to interfere with the University's classes, events or normal operations;

6.2.2 Interfering, or attempting to interfere with or block the ingress or egress of any building;

6.2.3 Interfering with a university event by blocking views with signage or other objects or making sufficient noise to interfere with a speaker's or group's performance from being heard or enjoyed by others;

6.2.4 Committing any act likely to create a health or safety hazard to oneself or others;

6.2.5 Engaging in an act that destroys, or could lead to destruction of, University or personal property;

6.2.6 Using amplified sound without approval as described in this procedure;

6.2.7 Blocking walkways or roadways;

6.2.8 Violating any federal, state or local law, regulation or fire code.

7.0 Any person or organization violating this procedure shall be subject, upon proper notice, to a ban from university property and/or arrest. See [Policy 5.36, Banning Individuals from University Property](#) and [Procedure 5.36:1, Circumstances & Processes to Ban Individuals from University Property](#).

History

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