

COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Dissemination of Literature, Public Exhibits, Displays and PresentationsPage 1 of 1Implementing Procedure For Policy # 3.26Date Approved: 06/28/2010Division: General

- 1. An organization or individual who wishes to disseminate literature, initiate a public exhibit, display, presentation, activity or event should provide a completed written request on a "Request for Dissemination of Literature, Public Exhibits, Displays and Presentations" form to the Vice President of Student Affairs at least one week in advance. The information must include:
 - Contact person, phone number, mailing address, and e-mail address
 - Intended audience
 - Complete description of exhibit, display, presentation, event or activity
 - Requested date and time for activity or event
 - Requested size of room
 - Any budgetary impact
 - Consistency with College mission and community environment
- 2. The Vice President of Student Affairs, or designee, will review the request according to the above criteria and for consistency with Policy 3.26. The Vice President of Student Affairs, or designee, will notify the requestor of approval or non-approval. Requests related to artistic expression will be referred to the Arts and Cultural Committee for a recommendation regarding consistency with Policy 3.26.
- 3. Upon approval of the request, the requestor will work with the appropriate college officials to coordinate the logistical aspects of the approved request.

Given the wide diversity of viewpoints that may be represented by the dissemination of literature, public exhibits, displays, presentations, activities or events the use of college facilities, areas or media for any expression shall not constitute or suggest endorsement of that expression by the College.

Vice President,

Date

Approved by President

Date

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Dr. Mary Ann Begley, Director of Diversity and Inclusion – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or Equity@cf.edu.