



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

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| <b>Title: Dissemination of Literature, Public Exhibits, Displays and Presentations</b> |   |
| <b>Page 1 of 1</b>   | <b>Implementing Procedure For Policy # 3.26</b> |
| <b>Date Approved: 06/28/2010</b>   | <b>Division: General</b>                        |

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.

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Vice President,

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Date

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Approved by President

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Date