A. For materials approved for distribution, the College’s limitation on time, place, and manner of distribution of those materials includes but is not limited to:

1. The distribution of materials in hallways or other thoroughfares where distribution would disrupt order or impede the free flow of student movement is prohibited.

2. Limiting approved distribution to approved locations: on the Ocala Campus, the Information Center in the Century Center and the Office of Student Life in the Bryant Union. At the Citrus Campus, Levy Center, and Hampton Center, locations will be determined by the Campus Vice President and Provost respectively. The distribution site at the Appleton Museum of Art will be the administrative office area.

3. Limiting the time of materials to be distributed to 30 calendar days.

B. All requests for distribution or solicitation on campus should be submitted in writing to:

a. Ocala Campus: President or designee
b. Citrus Campus: Campus Vice President or designee
c. Levy Campus: Provost or designee
d. Hampton Center Director or designee
e. Appleton Museum of Art: Director or designee

Requests shall be made one day in advance of anticipated distribution or solicitation.

C. This Procedure also applies to the distribution of political or campaign materials. If a candidate or campaign workers wish to distribute materials or be on campus for the purpose of meeting and introducing themselves to students, they can follow the procedure set forth in Section B above. Requests for rallies, receptions, speeches and other campaign activities on campus will be considered under Policy 8.01, “College Facilities and Equipment,” and current rental policies will apply.

D. This Procedure includes the approval and distribution of coupons, discounts, promotions, and free offers.

E. The following activities are prohibited:

a. The placing of printed materials on vehicles in College parking lots.
b. Distribution via e-mail or through campus mail or mailboxes.
F. Persons utilizing the campus with permission for purposes of advertising and solicitation cannot utilize loud speakers or music, erect canopies, platforms or other structures, or drive any vehicle off roads or parking lots without securing specific prior permission. Use of College utilities and equipment is prohibited.

G. At the conclusion of any distribution or solicitation activity, the user is responsible for cleaning up the area used and removing all debris. Any person failing to do so will be invoiced the cost of any required maintenance and repair and will not be permitted the use of the campus premises in the future.

H. If the request for solicitation or advertising is approved, the President or the President’s designee will provide a written permit for advertising, solicitation, campaigning or other similar activities. Any person acting in violation of such permit will be asked to leave the campus immediately.

I. Students and employees have the right to be free of harassment and interruption, and to move freely without impediment throughout the campus. Any effort to advertise, distribute materials, or solicit students or employees that impedes their doing so will be terminated by the College immediately.

______________________________________________  ______________________________________
Vice President, Administration and Finance            Date

______________________________________________  ______________________________________
Approved by President                                Date
**College of Central Florida**  
*Advertising and Solicitation Permit*

**APPLICANT:**  ________________________________________________________________  
Name

**ORGANIZATION:**  ________________________________________________________________

**MAILING ADDRESS:**  ___________________________________________________________  
Street or P.O. Box  
City  
State  
Zip

**TELEPHONE:**  ________________________________________________________________

**ACTIVITY / PURPOSE:**  _____________________________________________________________  
________________________________________________________________________________

**DATE OF ACTIVITY:**  _______________________________________________________________

**ACTIVITY TIME:**  
Setup:_____________  Beginning: ____________  Ending: ___________  

**LOCATION OF ACTIVITY:**  
_____ Ocala Campus  
_____ Citrus Campus  
_____ Levy Center  
_____ Hampton Center  
_____ Appleton Museum of Art

**SITE / AREA DESIGNATION AND REQUIREMENTS (If applicable):**  
____________________________________________________________________________

**SPECIAL ARRANGEMENTS & EQUIPMENT PERMITTED (If applicable):**  
____________________________________________________________________________

At the conclusion of any distribution or solicitation activity, the user is responsible for cleaning up the area used and removing all debris. Any person failing to do so will be invoiced the cost of any required maintenance and repair and will not be permitted the use of the premises in the future.

**APPLICANT SIGNATURE**  ____________________________  **DATE**  _______________________

**AUTHORIZED SIGNATURE (President or Designee)**  ____________________________  **DATE**  _______________________

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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.