



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

<b>Title: Advertising and Solicitation</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 3.01</b>
<b>Date Approved: 02/26/08</b> <b>Date Revised: 09/17/08</b>	<b>Division: Administration &amp; Finance/Human Resources</b>

- 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

**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