

# UC Davis Policy and Procedure Manual

## Chapter 310, Communications and Technology

### Section 25, Distribution of Information and Literature

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Supersedes: 6/12/06

Responsible Department: Student Affairs

Source Document: UC Policies Applying to Campus Activities, Organizations, and Students

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#### I. Purpose

This section outlines the policies and procedures regarding the distribution of information and literature by hand on UCD property. Policy regarding the distribution of periodical publications is available in Section 310-26. Policy regarding posting information on campus is available in Section 310-27.

#### II. Policy

- A. Hand-distribution of literature and information shall be in accordance with the following time, place, and manner regulations intended to promote freedom of expression while preventing interference with the free flow of traffic and with the regular activities of the University, and in accordance with policy outlined in Section 270-20.
  - 1. Unregulated distribution of literature by hand can potentially create disruption of University activities, functions, and services; interfere with pedestrian traffic; pose a hazard for safety; can contribute to clutter, litter, and cause visual blight; and result in expenses for cleanup, handling, and environmental costs.
  - 2. Public spaces, including sidewalks, lobbies, courtyards, hallways, and other paths, thoroughfares, and open areas must be maintained to permit orderly and safe access and travel for pedestrians, and where appropriate, bicycles and other vehicles. Literature may be distributed by hand in public spaces outside building as long as such distribution does not cause disruption as noted above.
  - 3. Leafleting is not permitted inside University buildings except at reserved tables as noted in III.B.2, below.
- B. Commercial advertising on State property without lawful permission is a misdemeanor (Penal Code Section 556). Advertising that supports not-for-profit UCD auxiliary or service enterprises is permitted with approval of the appropriate vice chancellor.
- C. The sale of noncommercial literature incidental to the exercise of constitutionally protected rights of free expression, speech, assembly, and worship is allowed, consistent with this policy, to cover the reasonable costs of production.
- D. Materials publicizing an approved group-sponsored event for which a UCD Permit to Serve Alcoholic Beverages has been obtained shall not advertise or represent that it is an event where alcohol will be served (see Section 270-21).
- E. The sponsoring organization or individual may be held responsible for the cleanup associated with the distribution of information and literature in violation of policy. Student organizations violating this policy are also subject to Student Conduct standards and administrative responses that could affect use of facilities or other privileges afforded the group by the University.

- F. Permission for distributing materials does not imply endorsement of those views by the University.

### III. Procedures

#### A. Outdoor distribution

1. Any person may hand-distribute literature on University outdoor areas open to the public generally, except that materials may not be distributed in outdoor areas surrounding on-campus student residential facilities as defined in the Student Housing Solicitation policy. Contact the Student Housing Office for information.
2. Outdoor distribution of literature at tables is restricted to designated areas near the Memorial Union (MU), Activities and Recreation Center (ARC), and Silo Union.
  - a. Reservations for permanent table space at the MU or Silo must be made through MU Guest Services.
  - b. Temporary tables may not be set up on campus without a confirmed reservation for the space or by permission of the department with authority for the space. Space for temporary tables at the MU and Silo is offered for the first three weeks of fall quarter only and is reserved through MU Guest Services.
  - c. Registered student organizations and departments can make reservations four weeks in advance. Non-profit organizations may reserve tables two weeks in advance.
  - d. Tables must be attended by a representative of the reserving organization.
3. Materials shall not be distributed by placing copies on or in vehicles (including bicycles) on University property.

#### B. Indoor distribution

1. Materials shall not be distributed in office spaces, laboratories, classrooms, or other locations except as part of official University functions and shall not be distributed in a manner that would cause disruption to the regular activities of the University.
2. Distributing literature at indoor tables is restricted to designated areas in the Coffee House and the Silo Union.
  - a. Reservations for space in the Coffee House must be made through AS Dining Services. Reservations for space at the Silo must be made through University Dining Services.
  - b. Tables must be attended by a representative of the reserving organization.
3. Materials may be distributed during meetings only by University individuals and groups and only when the sponsoring department head or organization has approved such distribution.
4. With prior permission of the department head, free literature such as pamphlets and brochures may be left in waiting areas, lobbies, or lounges assigned to a specific department.

5. Only materials relating to University business may be distributed by placing copies in departmental mailboxes.
  6. Materials shall not be distributed in on-campus student residential facilities or left in stacks near student residence mailboxes without prior permission from the Student Housing Office.
- C. Reservations are approved on a space-available basis with priority given to University departments, registered student organizations, students, faculty, and staff. Reservation permits may be denied based on lack of available space or failure to comply with reservation procedures.

#### **IV. Further Information**

- A. For further information on reserving table space for distribution, contact MU Guest Services or ASUCD.
- B. For information on other forms of distribution, see the appropriate policy designated in V, below.

#### **V. References and Related Policies**

- A. UC Policies Applying to Campus Activities, Organizations, and Students (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>).
- B. UC Davis Administration of Student Discipline (<http://sja.ucdavis.edu/files/asd.pdf>).
- C. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
  1. Section 270-05, Campus Organizations.
  2. Section 310-15, Mail Services.
  3. Section 310-18, Mass Electronic Communications.
  4. Section 310-26, Distribution of Periodical Publications.
  5. Section 310-27, Posting of Information.
  6. Section 310-30, Directives.
  7. Section 380-21, Employee Organization Access Regulations.