



NO. 5005 DISPLAY AND DISTRIBUTION OF INFORMATION

- 1.0 **PURPOSE:** Internal organizations of the Oklahoma City Community College (OCCC) and external organizations or individuals may distribute and display informational literature, materials, or banners on campus with the approval of the Director of Student Life or the designated administrator in the Office of Student Life. Contact the Director of Student Life or the designated administrator in the Office of Student Life and provide copies of materials or other pertinent information to seek written approval to display or distribute information. The Office of Student Life will designate which areas will be set-aside for display and distribution of information.
- 2.0 **TERMS OF USE:** By serving as a Representative of an internal organization of OCCC or external organization for the display and distribution of information, the Representative(s) acknowledges and agrees to the following:
 - 2.1 The Representative(s) of external organizations may not engage in commercial activities to solicit funds on campus.
 - 2.2 The Representative(s) must provide proof of the written approval to display and distribute information if asked to do so by an OCCC official.
 - 2.3 The Representative(s) must display or distribute information in English or have an accompanying English translation.
 - 2.4 The Representative(s) may only display and distribute information at a table. All Representatives must be present at the table at all times and may not verbally or physically approach others with the information.
 - 2.5 The Representative(s) must follow all OCCC policies.
 - 2.6 The Representative(s) must request permission through the Office of Student Life at least 14 days prior to information being displayed and distributed.
 - 2.6.1 The Representative(s) of external organizations must contact the Student Life designated administrator or assistant to request a table, who will utilize the online scheduling system. The Representative(s) must allow at least 48 hours before the table will be scheduled.
 - 2.6.2 The Representative(s) of internal organizations such as student clubs or organizations must fill out a Club and Organization Event Request, which can be found on the Office of Student Life website, before setting up for event/table. The Representative(s) must allow at least 48 hours before the table will be scheduled.
 - 2.7 The Representative(s) will be granted approval to display and distribute information no more than five days per month, for no more than five consecutive days.
 - 2.8 The Representative(s) will be granted approval through the Office of Student

Life for display of banners for no more than 30 days per year.

- 2.9 The Representative(s) must remove all information immediately following the distribution and display period.
- 2.10 The Office of Student Life has established bulletin boards for the use of individual students, student organizations and outside organizations or individuals. See Administrative Procedure No. 5006.

Revised: 03/26/2001

Revised: 06/07/2010

Revised: 11/14/2016

