

Policy Title: **MATERIAL DISTRIBUTION, POSTING AND DISPLAY TABLES**

Fox Valley Technical College (“the College”) is concerned with the safety, security and quality our students, student organizations, volunteers and visitors experience while on campus. The following policy has been established regarding the distribution and posting of printed materials and use of display tables on the College’s property (including at the Regional and Training Centers) and at College-sponsored events (whether on or off campus) in order to prevent interference with the educational process, disruption of the work environment and to maintain effective operations. This policy applies to students, student organizations, volunteers and visitors. *

DISTRIBUTION OF PRINTED MATERIALS

Printed materials include, but are not limited to, posters, signs, circulars, newspapers, pamphlets, handbills, fliers, announcements or similar material. The College prohibits the distribution or posting of materials which incite others to imminent lawless action, raise false alarm of imminent personal danger, constitute severe and pervasive harassment, endanger the health or safety of others, interfere with or disrupt the normal functioning of the College, result in damage to the College property, or deny or unreasonably interfere with, the rights of others on the College property.

The distribution of non-commercial printed materials by students and/or student organizations is permitted when the College’s campus, regional and training centers are open. The operational hours of different College locations may be found at <https://www.fvtc.edu/About-Us/Contacts-Locations/Locations-Maps>. Such distribution must not interfere with the orderly conduct of the College’s affairs, the maintenance of the College’s property, the entrance to or exit from any College facility and the free flow of vehicular and pedestrian traffic.

Any student or student organization who wishes to distribute commercial (i.e., materials intended to market, sell, or promote goods or services on behalf of any person or entity that is not a College department or affiliated organization) must seek express written permission from a manager of Student Life or site manager (or their designee), with final approval by an Executive Team Member (or their designee). Any individual or group not associated with the College (e.g., non-student or non-student organization visitors) who wishes to distribute materials on the College property must seek express written permission from the College Events Coordinator (or their designee).

*Restrictions applicable to College employees may be found in College policies and in the Employee Handbook.

No individual may distribute printed materials in any classroom, library, special-use facility and in any place or manner that interferes with the educational or other normal functions and operations of the institution. The College's special-use facilities include, but are not limited to the following:

- Indoor or outdoor experiential learning sites, on or off district property
- Computer labs
- Testing and tutoring centers

POSTING OF PRINTED MATERIALS

Students and Student Organizations may post/affix printed materials to designated *Campus Events and Information* bulletin boards located on the Appleton campus, Oshkosh Riverside campus, and at each Regional or Training Center location. Non-College affiliated entities may post on the *Community Events* bulletin board, located outside of E130. A map to these locations may be accessed on the FVTC website (<https://www.fvtc.edu/About-Us/Contacts-Locations/Locations-Maps>) or by clicking this link, [Appleton Bulletin Board Placements](#). The posting process is affixed to each board. Postings made by Student Organizations must clearly indicate the name of the sponsoring organization. Printed materials must be dated and will be removed on a monthly basis. Student Life approval is required for posting materials on all boards on the Appleton campus. Site manager approval is required for posting at other facilities. Non-approved materials will be removed.

Student Organizations or internal college departments may also request materials to be posted on table toppers on the Appleton campus. These postings must follow the reservation process administered by the Student Life department. A Swap Board is also located outside of E130 on the Appleton campus. Postings on this board are managed by Student Life and are not subject to the same requirements as postings on the *Campus Events and Information* boards.

Should the college develop electronic means of posting informational or event materials, this posting method shall also be administered through Student Life processes in accordance with this policy.

Other than these designated locations, no printed materials, posters, handbills or any other form of announcement or statement may be placed on or against, attached to or written on any structure or natural feature of the College's campuses including, but not limited to, the sides of doors or buildings, windows, the surface of walkways or roads, posts, waste receptacles, trees or stakes without express written permission from a manager of Facilities, with final approval by an Executive Team Member (or their designee). Nor may any chalk, paint or permanent markings be made on such structures without the College's express written permission.

DISPLAY TABLES

Students and/or Student Organizations may reserve through Student Life a display table and chairs. Display tables may not exceed 30" x 72" in size and may not block any entrance or

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walkway, or otherwise restrict the free flow of vehicular or pedestrian traffic. Display materials must be affixed to the display table. Tables or other display materials must be staffed at all times by a College student or student organization representative. If sponsored by a student organization, the name of the sponsoring organization must be clearly displayed on each table or item on display.

Individuals or groups who are not associated with the College community who wish to set up a display table must obtain express written permission from the FVTC Events Coordinator, with final approval by an Executive Team Member (or their designee).

For additional details relating to the reasonable restrictions the College has placed on free speech and peaceful assembly, please see the College's Policy Free Speech and Peaceful Assembly.

Adopted: 08/24/2020

Reviewed: XX

Revised: XX