

## **Guidelines on Distribution of Printed Material on the LSU Campus**

Distribution of literature and other printed material on campus is governed by several LSU Policy Statements, including PS-82 on Use of LSU Facilities and Premises and PS-06 on Solicitation of Advertisement. Because distribution of printed material impacts several different LSU offices and programs, these guidelines have been prepared to clarify how these policies should be interpreted and applied by the various offices involved. These Guidelines do not replace or modify the formal policies, but are provided to assist LSU officials with the implementation of those policies.

### **Principle**

LSU is committed to the First Amendment and the free speech values it embodies. As an institution of higher education, LSU recognizes the importance of free and open debate on all matters. Distribution of printed material on campus raises a number of issues that are unrelated to the content of the message being conveyed by that printed material. LSU has an obligation to take reasonable steps when appropriate to protect its students, faculty, and staff from invasions of privacy, impediments to safety, and interference with the University's educational, research, and service missions. To protect those interests, LSU reserves the right to impose content-neutral and reasonable time, place, and manner restrictions on the distribution of printed material on campus.

### **A. General Rules**

1. Posters, fliers, and bulletins may not be placed on any LSU buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.
2. No printed material may be disseminated inside of or in the area immediately surrounding the Middleton Library and the Quad and inside of or on the steps of the Student Union, as shown on the attached map. Permission may be sought to place unattended distribution racks for printed material in those areas, subject to review as described in paragraph 3.
3. Distribution of printed material on other areas of the LSU campus is subject to reasonable, content-neutral regulation of time, place, and manner to protect the interests of LSU and its students, faculty, and staff, including, but not limited to, vehicular or pedestrian traffic congestion, construction activities, space available or required, parking needs, event security, litter mitigation, landscaping limitations, emergency contingencies and public safety considerations, the prevention of obstreperous distribution of literature, unwelcome hawking and face-to-face solicitation, the frequency or duration of requested use, the volume

or frequency of other requests or reservations, the university's own planned use of its facilities for athletic or other events, and potential for interference with the university's educational mission.

4. All distribution of printed material on the LSU campus is subject to any review and approval requirements set forth below.

## **B. Review and Guidelines**

Distribution of printed material on campus is subject to the following review and approval process.

1. *Non-students*
  - a. Non-students include any person who is not an LSU student and any entity other than recognized student organizations. It also includes students who are acting on behalf of or for the benefit of any non-student.
  - b. The Office of the Vice President for Finance & Administration & CFO oversees distribution of printed material on campus by non-students and is responsible for enforcing LSU's policies in this area as they pertain to non-students.
  - c. Non-students must obtain approval from the Office of the Vice President for Finance & Administration & CFO before distributing printed material on campus.
  - d. In general, the following guidelines will apply to distribution of printed material by non-students. However, the Vice President for Finance & Administration & CFO shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
    - i. Newspapers and magazines distributed free to students may be placed in newspaper racks at areas designated by LSU, in consultation with the publisher.
    - ii. Other than newspapers and magazines, distribution of advertising of any sort by non-students is not allowed.
    - iii. No fliers, brochures, cards, or other printed material may be placed on car windshields.
    - iv. Outside of the LSU Bookstore and similar locations, no printed material may be offered for sale without express approval pursuant to this section B.1.
  - e. In general, the following guidelines will apply to distribution of printed material and related activities by non-students in the Union Plaza/Free Speech Circle area. However, the Vice President for Finance & Administration and CFO shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
    - i. A facility use fee of \$400 per day will be assessed for any request or set-up that requires an amount of space larger than one 8 foot table, and the requester must execute a Facility Use Agreement with LSU and provide a certificate of insurance documenting compliance with any insurance requirements contained in the Facility Use Agreement.

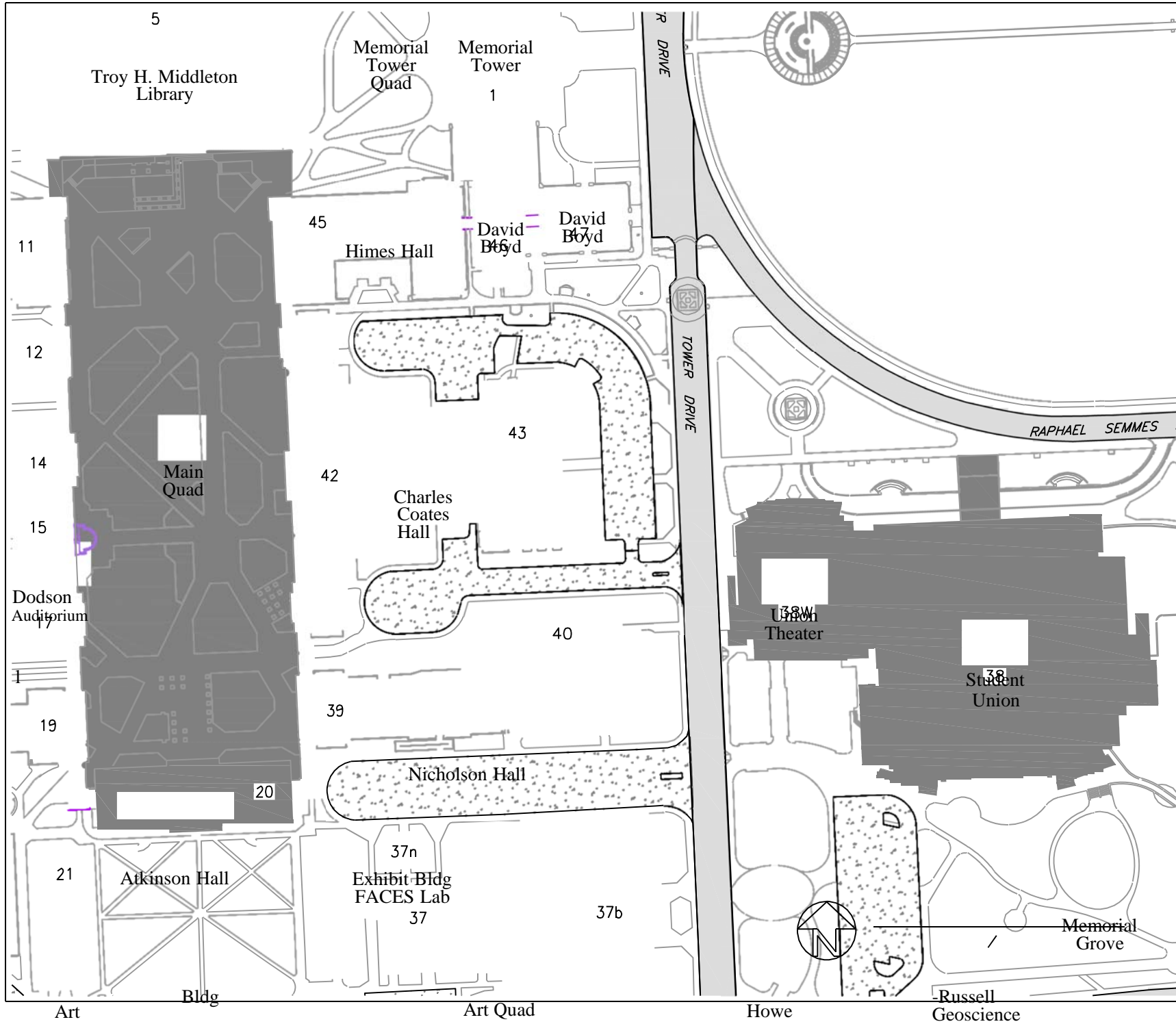
- ii. An additional fee may be assessed to cover parking and facility service costs that LSU may be required to incur as a result of the request. This fee will be specified in the Facility Use Agreement.
- iii. No food or drink may be distributed, except for: LSU Catering items, pre-wrapped candy or chips, and unopened Coca-Cola branded products (Dasani water, Powerade etc).

2. *Students and student organizations*

- a. The Office of Campus Life oversees distribution of printed material on campus by students and recognized student organizations and is responsible, with appropriate involvement from other components of the LSU Division of Student Life & Enrollment, for enforcing LSU's policies in this area as they pertain to students and recognized student organizations.
- b. Recognized student organizations must obtain approval from the Office of Campus Life before distributing printed material on campus.
- c. Individual students acting solely on their own behalf do not need prior approval to distribute printed material to other individuals on campus by personally offering to hand it to them, outside of the areas designated in section A.2, above.
- d. Individual students acting solely on their own behalf must obtain prior approval from the Office of Campus Life before distributing material in any other manner.
- e. In general, the following guidelines will apply to distribution of printed material by students. However, the Vice Chancellor for Student Life & Enrollment shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
  - i. No fliers, brochures, cards, or other printed material may be placed on car windshields.
  - ii. Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of LSU as described in section A.3.
  - iii. No printed material may be offered for sale without express approval pursuant to this section B.2.

3. *Appeals*

- a. Non-students may appeal any decision of the Vice Chancellor for Finance & Administrative Services & CFO to the Chancellor.
- b. Students and registered student organizations may appeal any decision of the Vice Chancellor for Student Life & Enrollment to the Chancellor.
- c. In either case, the decision of the Vice Chancellor shall be final unless the Chancellor expressly issues another decision.



General Notes:

- Main Quad & Union

Drawing Title:

Map of  
Quad & Union Area

**FACILITY SERVICE ARCHIVES**

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