

## ADMINISTRATIVE POLICY

### **DISTRIBUTION, POSTING, AND DISPLAY TABLES**

*This policy pertains to community and students.*

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.<sup>1</sup> This policy is not intended and should not be interpreted to interfere with, preclude, or dissuade employees from engaging in legally protected activities.

In addition, any use authorized by this Policy must be conducted in compliance with the College’s Free Speech and Peaceful Assembly Policy and all applicable federal, state, and local laws and regulations.

#### **DISTRIBUTION OF PRINTED MATERIALS**

Printed materials include, but are not limited to, posters, signs, circulars, newspapers, pamphlets, handbills, flyers, 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 the Manager – Student Development and Engagement 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 organization or visitor) who wishes to distribute materials on the College property must seek express written permission from the Community Engagement and Events Planner (or their designee).

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<sup>1</sup> Policies applicable to College employees may be found in College policies and 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; and
- Other like specialized laboratories and training or testing facilities.

### **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 on the Appleton campus and in various locations at all other FVTC locations. Contact the site manager for locations. 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 remain on the board for 30 days. The Office of Student Life or site manager will remove expired printed materials on a weekly 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 Office of Student Life. A Swap Board is available online for student and staff postings. Postings on this site are managed by Student Life and are not subject to the same requirements as postings on the *Campus Events and Information* boards.

Other than these designated locations, no printed materials (as defined above), 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, furniture, 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. Those who violate this policy may be liable for the cost of the property damage.

### **DISPLAY TABLES**

Students and/or Student Organizations may reserve through Student Life a display table and chairs. These tables are located outside of the Student Life Office. 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. Only one table may be reserved at a time and tables are reserved on a first come, first served basis. A single organization may not have a table for more than three days in each week.

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 Community Engagement and Events Planner, with final approval by an Executive Team Member (or their designee). Usage of tables by individuals or groups not associated with the college are governed by the [Community Use or Lease of District Facilities](#) policy.

*Adopted: 08/24/2020*

*Reviewed: 05/17/2023, 09/03/2024*

*Revised: 05/17/2023*