The Forest Park campus ("Forest Park") of St. Louis Community College ("STLCC") follows the STLCC policy that endorses the principle of freedom of expression for all persons. However, such freedom is not absolute, and the rights of colleges and universities to regulate time, place and manner of such expressions is well-established. In order to honor the right of free expression to the many Entities that wish to communicate with our students while protecting against the intrusion upon or interference with the academic programs and administrative processes of Forest Park, the following guidelines have been adopted. These guidelines are intended to clarify the rights and responsibilities of Forest Park, members of the Forest Park community, and visitors and guests regarding the distribution of materials.

All Entities agree to the following rules and restrictions. Failure to follow any of the rules and restrictions can result in loss of privileges to distribute materials in the future.

Definitions:

"Application" shall mean the Application for Distribution of Materials Reservation form.

"Applicant" shall mean any person submitting an Application as defined herein and may include an agent or authorized representative; this definition may include an Entity or Distributor.

"Designated Areas" shall mean those areas of the campus that have been designated as public areas where distribution of Materials will be permitted.

"Distributor" shall mean any person intending to distribute Materials on behalf of an Entity as defined herein; this definition may include an Entity or Applicant.

"Entity" shall mean any individual or organization not affiliated with STLCC, Forest Park, or a registered student organization with Forest Park.

"Materials" shall mean any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer or other informal printed matter intended for distribution or actually distributed on the campus.

"Reservation" shall mean the authorized retention of a calendar date for the distribution of Materials.

Application Process & Priority

Any Entity seeking to distribute Materials at Forest Park shall complete an Application. This form shall be available at the Community Relations office for Forest Park. Upon request, the Community Relations office will provide a copy of the form by mail, fax, or e-mail, and the Community Relations office will make a copy of the form available on the College’s website.

The Application shall contain: 1) the Entity’s name and address, phone number, and email address when available; 2) the proposed date and time for each Reservation; 3) the name(s) and
address(es) when available for the Applicant and each of the proposed Distributors as well as the email address for the Applicant when available; and 4) the signature of the Applicant. Copies of any Materials to be distributed are to be attached to an application and approved, under the guidelines set forth below, before the Materials may be distributed.

The fully executed Application shall be submitted to the Community Relations office, either in paper form or via electronic transmission, by noon on the second business day prior to the Reservation date being requested (e.g., the deadline for a Monday Reservation is noon on the prior Thursday). Reservations shall be approved on a first come, first served basis, not to exceed Reservations that in the aggregate allow six (6) Distributors on the Forest Park campus during any given day. No single Reservation may include more than (4) Distributors and no Entity and/or Applicant may have more than one (1) Reservation during any given day.

All Applications for a Reservation under these guidelines shall be approved unless one of the following conditions exists:

1. The Entity or Applicant is under disciplinary penalty prohibiting distribution of Materials based on a prior violation of these guidelines. If any Distributor identified on the application is under disciplinary penalty prohibiting distribution of Materials based on a prior violation of these guidelines, the Applicant will be notified and such Distributor will be stricken from the Application and the Application will be approved without that Distributor so long as at least one other Distributor is listed on the Application;
2. The Materials attached to the Application contain any content in violation of the Content of Materials section below. If an Application is rejected on these grounds, Applicant may resubmit an Application for the same date with Materials that are compliant with the Content of Materials section below; or
3. The proposed date is unavailable.

Time:

A Reservation shall allow distribution of Materials from 7:30 a.m. until 7:00pm, Monday through Friday. Applicants are not required to utilize the entire allowable time period for a Reservation, but the use of any part of the allowable time period is considered a full use of Reservation.

No Reservations shall be granted during any official final examination periods.

Place:

The Designated Areas are: A) Any sidewalk or concrete plaza area EXCEPT for the following: 1) the sidewalk that runs between the elevator towers and the building for Towers A, B and C. NOTE – access is allowed to this sidewalk where it is part of the open plaza areas between Towers and at the east end of Tower A; 2) the upper sidewalk that runs along the north side of Towers A, B and C; 3) the sidewalk that runs along the south side of Towers E, F and G and along the roadway that leads directly to the loading dock; 4) the sidewalk that runs along the east
side of Highlander Drive; 5) the sidewalk that runs along the west side of the Performing Arts Center Theatre.

In addition to the areas outside of the buildings, there is an available space inside the E-Tower in the main lobby area. **No distribution of materials shall occur within ten (10) feet of a doorway leading to or from a building or elevator tower, on a stairway or within four (4) feet from the top or bottom of a stairway.**

**Manner:**

**Content of Materials.** No Materials shall:

1. Contain any writing or visual image that is obscene as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court;

2. Contain any statement that defames any other person; or

3. Contain any statements directed to inciting or producing imminent violations of law under circumstances such that the statements made are likely to actually and imminently incite or produce violations of law; or

4. Contain any statements directed to inciting or producing actual and imminent material disruption of class-work, substantial disorder or invasion of the rights of others.

**Behavior of any Distributor.**

- Materials shall be distributed only within the Designated Areas. The Distributor must not discard any materials in the Designated Areas except in appropriate receptacles.

- No Distributor shall, with the intent to harass, annoy or alarm another person:
  
  - Strike, shove, kick or otherwise subject a person to unwanted physical contact; or
  
  - Attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact; or
  
  - Make an offensively coarse utterance, gesture, or display or address abusive language to any person present; or
  
  - Follow a person in or about the Campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.
- No Distributor may deliberately impede the flow of pedestrians or vehicular traffic on campus or access to or from the campus, buildings or any official Forest Park function.

- No Distributor may attempt to coerce or intimidate any other person into reviewing or accepting a copy of any Materials.

- No Distributor may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

- No Distributor shall fail to identify oneself to, or comply with the lawful direction of, a clearly identified Forest Park official or any other public official acting in the performance of their duties while on Forest Park property, or resist or obstruct such Forest Park or other public officials in the performance of or the attempt to perform their lawful duties.

- No Distributor shall use any means of amplification.

- No Distributor shall be allowed to distribute Materials that have not been approved as compliant with the Content of Materials section of these guidelines.
APPLICATION FOR DISTRIBUTION OF MATERIALS RESERVATION

Date requested: ________________________

NAME OF ENTITY:  ________________________________________________________

Name of Applicant (if different than Entity) ________________________________

Address:          ___________________________________________

___________________________________________

Phone Number: ___________________   Email:___________________________

☐ Copies of Materials to be Distributed attached:

Persons involved in the Distribution of Materials not already listed on this application. (A maximum of four (4) persons, including the Applicant, may be involved in the Distribution of any Materials per reservation.):

<table>
<thead>
<tr>
<th>Distributor #1</th>
<th>Distributor #2</th>
<th>Distributor #3</th>
<th>Distributor #4</th>
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<tbody>
<tr>
<td>NAME</td>
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By signing this Application, I hereby acknowledge that I have read the Guidelines on Distribution of Materials by non-St. Louis Community College entities and agree to follow each and all of the conditions set forth in said Guidelines. I further state that I have the authority and permission to apply for this Reservation and distribute Materials on behalf of the above-named Entity.

Name ______________________________________  Date __________________

***************Below this line to be completed by Office staff only***************

DATE RECEIVED: ____________

RECEIVED BY: ____________________________

APPLICATION (circle one)  APPROVED  DENIED

Reason for Denial __________________________________________________________