

Distribution of Literature / Merchandise Policy

Summary

Columbus State University and University Support Services have guidelines for the CSU community regarding any proposed distribution or sale of literature/merchandise by an affiliated group, non-affiliated group, organization or individual.

Purpose

The purpose of this document is to present the guidelines for the CSU community regarding any proposed distribution or sale of literature/merchandise by an affiliated group, non-affiliated group, organization or individual.

Policy

- A. Any literature/merchandise which is, or which is proposed to be, distributed or sold, shall comply with all applicable federal, state and local laws and regulations, and with the regulations and policies of CSU and the Board of Regents and must be directly related to the subject of the scheduled event. No obscene literature or material is to be distributed, stored or sold on any property owned or used by CSU.
- B. Any distribution of literature or merchandise should have prior written approval from the office of University Relations.
- C. No merchandise, literature, material or other printed matter shall be sold or distributed within: classroom, library and other academic building or facilities; administrative and employee offices and work areas; or student residence halls, dormitories and apartment buildings.
- D. CSU shall designate the locations on campus (Elizabeth Bradley Turner Center, Davidson Student Center, Clock Tower, Alumni Conference Center, University Hall, Frank G. Lumpkin Jr. Center, River Center, Coca Cola Space Science Center, Oxbow Meadows Environmental Learning Center, and Cunningham) which are available for the sale or distribution of literature/merchandise. In addition to those areas designated in subparagraph (B) above, CSU shall prohibit the sale or distribution of literature/merchandise in all areas where such would: 1) cause injury or damage to resources; 2) unreasonably impair the academic atmosphere of the campus; 3) unreasonably interfere with the academic program and other activities of CSU or with the administrative functions of CSU; or 4) substantially impair the use of facilities or services on the campus, or the flow of vehicular or pedestrian traffic.

E. Except when a rental or lease agreement is negotiated, a rental charge may be based in part upon a fixed percentage of the gross receipts of the literature/merchandise sales.

F. No person, whether distributor or recipient of literature/merchandise, shall cause any litter to occur on the CSU campus. This includes the distribution of leaflets and flyers on automobile windshields.

G. Persons engaged in the sale or distribution of printed matter/merchandise shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or misrepresent whether the printed matter/merchandise is available without cost or donation.

H. CSU shall have the right to terminate the distribution of literature/merchandise by any group, organization or individual who violates the provisions of this policy

I. No person or distributor shall engage in a “buy back” sale of printed matter/merchandise on the CSU campus with the exception of the Columbus State University Book Store. Said person or distributor will be asked to leave the university property. Such activity may also be grounds for arrest, detention, citation or other appropriate legal consequence as determined by the Department of Public Safety.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services