



Broward College

Procedure Manual

Title: Solicitation	Number: A6Hx2-5.17
Policy Number: 6Hx2-5.17	Page: 1 of 1

Individuals wishing to distribute literature at Broward Community College are encouraged to notify the chief student affairs officer of the campus/center. The chief student affairs officer on the campus/center may limit the distribution of literature as follows:

1. Literature may not be distributed in a classroom.
2. Literature may be distributed only when the campus is open for business.
3. The colleges may order a person(s) distributing literature to cease distribution when it would affect the health, safety, and welfare of individuals or property, which may include but is not limited to:
 - a. Where the distribution substantially disrupts the operation of the campus;
 - b. Where the distribution of materials would incite individuals so as to create a clear and present danger to person or property;
 - c. Where the person distributing the literature litters, defaces, or destroys campus property;
 - d. Where the person distributing the literature is harassing, stalking, or forcing their literature on other persons.
 - e. Where the person distributing the literature is in violation of any applicable federal, state, or local laws, or College Policy or Procedure.

If the chief student affairs officer on the campus stops the distribution of literature the person distributing literature may appeal this decision in writing to the Campus Provost/Center Administrator of the relevant campus within 7 days after being ordered to desist. The Campus Provost/Center Administrator must issue a written decision on the appeal within 7 days after receipt of the written appeal. If the person distributing the literature is not satisfied with the decision of the campus Provost/Center Administrator he/she may appeal this decision in writing to the President of the college within 7 days after the decision of the Campus Provost/Center Administrator is issued. The President of the college must issue a written decision on the appeal within 7 days after receipt of the written appeal. The decision of the President of the College shall be final on behalf of the College.

This procedure does not apply to Broward County Libraries located on the BCC North and South Campuses. Broward County Library policies and procedures regarding solicitation shall apply in these facilities.

[Link to Policy 6Hx2-5.17](#)

Recommending Officer's Signature	Date 08/27/03	President's Signature	Date 08/27/03
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