

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**  
**USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS**  
**Presidential Order**

**DISPLAY OR DISTRIBUTION OF PUBLISHED MATERIALS**

The display or distribution of books, newspapers, magazines, pamphlets, or similar materials is permitted on campus subject to the time, place, and manner regulations established below, provided such materials do not: (1) violate applicable laws including those pertaining to obscene matters; or (2) consist of term papers, theses, or other materials used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or that would violate the Student Conduct Code.

The time, place, and manner regulations and approval process for display or distribution of materials outlined below applies to off-campus groups or persons while on campus, including commercial vendors or solicitors. Designated locations and procedures for displaying or distributing materials on campus may be acquired through the Office of the Vice President of Student Affairs ([studentaffairs@cpp.edu](mailto:studentaffairs@cpp.edu)).

- A. **TIME:** Daily, 8 a.m. to 10 p.m., except for current Cal Poly Pomona students, registered student clubs/organizations, staff, faculty, and auxiliary organization employees who may display or publish materials at any time in conformity with this Order.
- B. **PLACE:** (1) News publications other than leaflets, pamphlets and/or flyers, including news books, magazines, newspapers, journals, and periodicals, distributed on University property and made available for members of the University community must be placed in news racks provided by the publishing company; (2) news racks at a building locations shall be grouped in a cluster in front of Building One or the Marketplace (the precise placement of the racks shall be determined by Facilities Planning and Management), except for news racks in the Bronco Student Center; and (3) news rack placement within the Bronco Student Center will be determined by the Director of the Bronco Student Center of the Associated Students, Incorporated.
- C. **MANNER:** The display or distribution of published materials (1) shall not unreasonably interfere with classes or any other University operations; (2) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic; (3) shall be carried out without use of sound amplification equipment; (4) shall be carried out without prolonged, repeated or harassing contact with those who have declined the publication; (5) will be removed on the last day of every month; (6) shall not occur during commencement; and (7) shall not be placed on vehicles, which is prohibited. Persons using areas generally available to students and the community are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas shall make a reasonable effort to retrieve and remove such materials prior to departure from the areas that day.
- D. **PERMIT:** To ensure full understanding of laws, policies, and procedures unique to the University, off-campus individuals who wish to display or distribute published materials on campus shall contact the Office of the Vice President of Student Affairs via [studentaffairs@cpp.edu](mailto:studentaffairs@cpp.edu), who issues permits to distribute or display published materials for off-campus individuals and entities. The permit should be displayed at all times. In addition, all parties must adhere to the guidelines outlined by Office of the Vice President of Student Affairs and those specific to any auxiliary-

operated facility or space where approved distribution or display of published materials will occur.