

TO: All Staff, Anyone Wanting To Distribute Materials In The Building
 FROM: Randy Hedge, Director
 Re: Distribution of Literature
 Effective: Dec 11, 2002

Reeve Memorial Union and Blackhawk Commons allow for the distribution of materials such as flyers, pamphlets, booklets, advertisements, promotional materials, informational publications and other miscellaneous materials in several locations in the building. Materials for longer-term display may be placed on brochure racks near the entrances to each building. These racks are for any information that has not met the criteria for distribution in other areas of the building.

Because we allow anyone to place any information in these racks, we consider them our "Free Speech Racks." Placement of information and keeping information orderly in the racks is the responsibility of the organization or person distributing the materials. Building staff will throw away any materials that are not being maintained and any materials that are causing a housekeeping problem. RMU staff will check these areas daily for housekeeping problems. By displaying the materials in these "Free Speech Racks," Reeve Memorial Union and the University do not accept any responsibility for the content of the information.

The following areas/methods of distribution of materials are also available to the identified groups.

Area/Method of distribution

Organizations

1. Table spaces in hall, entry

Recognized student organization, University departments, other University-sponsored organizations that are consistent with the University mission

2. Marketplace Food Court and Blackhawk Commons
 -Table tent ads are produced by Reeve Union and are the preferred Method (panels reserved by campus organizations)
 -Flyers and leaflets may also be distributed to patrons, but not left on all tables.

Any individual or organization-custodial and food service may remove materials that are a hindrance to cleaning. Table tents are replaced weekly.

3. Brochure Rack-
 -community and university information

Reeve Memorial Union
 - materials provided as information about the campus and community (at the discretion of RMU staff).

4. Advance Titan newspaper

Advance Titan
distribution racks

The Advance Titan is the official student newspaper for campus. All other newspapers, Magazines, etc. may be distributed on the two “Free Speech” racks.

Please note that soliciting, stopping or blocking traffic in the building to campaign or sell items, is generally not allowed. Exceptions to this policy are at the discretion of the Union Director and the Reeve Union Board Advisory Council.