



INTERNAL POLICY AND PROCEDURE

TITLE: Distribution of Materials on Delgado Campuses and Sites
EFFECTIVE DATE: February 20, 2018
CANCELLATION: none
DIVISION: Student Affairs
CATEGORY: Student Life
RESPONSIBLE DEPARTMENT: Office of Student Life

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**
To establish procedures for distributing materials on Delgado’s campuses and sites.

2. **Scope and Authority**
This policy applies to all students, faculty, staff, and visitors of the College.

3. **Responsibilities and Procedures**
 - A. The Assistant Director of Student Life or campus/site designee is responsible for approving and ensuring the distribution of materials on the respective campus/site is handled in accordance with the procedures outlined in this policy.

 - B. Distribution of materials on each campus/site is limited to the last Friday of each month (or another day in the month deemed by the Assistant Director of Student Life due to holiday or College closure).

 - C. On each designated monthly day, distribution of materials will generally be limited to one entity distributing materials on the respective campus or site; any exceptions require the approval of the Assistant Director of Student Life.

- D. Initial requests for distributing materials on the College's campuses and sites must be submitted via email through the Office of Student Life.
- E. Once approved by the Assistant Director of Student Life or campus/site designee, the entity requesting to distribute materials on a Delgado campus or site must request space for the designated day/time through the College's [Event Management System](#). The entity must provide the specific location requested, the names/contact information of the individuals distributing the materials, the number of persons expected at the event, and all information required by the Office of Student Life.
- F. The individuals distributing materials are expected to adhere to the procedures and requirements as outlined in the College's [On Campus Events and Functions policy](#). Set-up charges (if tables, chairs, or other services are needed) will apply in accordance with the College's established [Event Rental and Fees](#).
- G. Delgado Community College is committed to providing a positive environment for its students, employees, and visitors. Accordingly, the individuals distributing materials must abide by all established College policies, including but not limited to Delgado's [Discrimination](#) policy.

Review Process:

Ad Hoc Committee on Distributing Materials on Campus Policy 1/31/18
Executive Deans, Site Managers, Facilities, Campus Police 2/19/18
Vice Chancellor for Student Affairs 2/20/18

Approval:

Vice Chancellor for Student Affairs 2/20/18