

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-1.009 Temporary Signage, Distribution of Materials, and Commercial Solicitation on University Property

- (1) **Purpose.** This regulation establishes standards for certain restrictions on commercial solicitation activities on University property.
- (2) **Definitions.**
 - (a) “University Property” means Florida Polytechnic University buildings, facilities, grounds, land and website that are owned, controlled or under the operating authority of the University.
 - (b) “Non-University person or entity” means a person, group, or organization, (including University students, student groups, and employees) acting on behalf of a person or entity other than Florida Polytechnic University or the Florida Polytechnic University Foundation.
- (3) **Temporary Signage.** Temporary signage includes but is not limited to the following temporary signs: directional/road signs, posters and flyers, banners, and free-standing signs. Only University units, University affiliated groups (such as Direct Support Organization, institutes, and centers), Registered Student Organizations, and other student groups recognized by the University are permitted to post signs on campus. Approved vendors may post signs on campus following the process in section (5) below.
 - (a) Registered Student Organization and other student groups recognized by the University must comply with the Office of Student Experience’s Flyer Posting Process in addition to the requirements in this regulation.
 - (b) University units and University affiliated groups must receive approval from their respective Vice President or designee prior to posting temporary signage.
 - (c) Posters and flyers may only be posted in designated areas, such as bulletin boards. The University may provide public bulletin boards that are open to all persons to post flyers and signs.
 - (d) Temporary signage must not interfere with normal operations of the University.
 - (e) Temporary signage is not permitted in the following locations:
 - (i) Roadway medians;
 - (ii) On vehicles;
 - (iii) Attached to outdoor furnishings such as light posts, benches, trees, and trash receptacles;
 - (iv) In a manner that blocks pedestrian or vehicle traffic;
 - (v) Over roadways or walkways;
 - (vi) Bodies of water.
 - (f) Temporary signage that creates a safety risk may be removed at the University’s discretion.

- (g) Temporary signage that contains unprotected speech such as threats, obscenity, and defamatory content are prohibited.
 - (h) Persons or groups may carry and use signs during expressive activities. Signs may not be posted or otherwise affixed to University property nor left unattended during such activities.
- (4) **Distribution of Materials.** Distribution of materials includes handing out printed materials. Distribution of materials may not interfere with normal operations of the University, including classroom instruction, vehicle or pedestrian traffic, and access to and from University facilities, among other things.
- (a) Distribution of printed materials in classrooms is at the discretion of the instructor.
 - (b) To avoid littering the campus and to promote the aesthetic quality of the University Property, printed material may not be left unattended or placed on vehicles.
 - (c) Tables, or equipment used for the dissemination of printed material, may not be left unattended and must be removed after its use.
- (5) **Commercial Solicitation.** “Commercial Solicitation” means any act or event relating to any outside business interests or for profit or personal economic benefit, which includes but is not limited to, advertising, distributing any kind of written or printed commercial materials; and selling, purchasing or offering any goods or services, including foods, tickets, merchandise, and promotional trade-outs or giveaways.
- (a) Except in accordance with this regulation, non-University persons and entities are prohibited from conducting commercial solicitations on University property at any time. The University may assess charges or fees for conducting commercial solicitation or other promotional efforts on University Property.
 - (b) This regulation does not prohibit the University’s authorized vendors (such as the food service provider and bookstore manager) from conducting normal commercial solicitation activities that are contemplated and permitted in a valid written contract between the University and the vendor.
 - (c) Non-University persons or entities, other than students or student groups, wishing to conduct commercial solicitations on University Property must first obtain prior written approval from the Vice President and Chief Financial Officer designee to conduct commercial solicitations and must comply with the applicable University policies and procedures.
 - (d) Students and student groups wishing to conduct commercial solicitations on University property must first obtain written approval from the Associate/Assistant Vice President for Student Affairs to do so and must comply with the applicable University policies and procedures.
 - (e) The University is entitled to remove unauthorized commercial solicitation materials from University property and may charge the solicitor for removal of such materials, for clean-up of the University property, and for the cost to replace or restore damage to University property.

- (f) Distributing advertising material of any kind on automobile windshields or windows is prohibited.
- (6) Those violating this regulation will be instructed to cease and desist the activity immediately. Employees violating this regulation are subject to disciplinary action up to and including termination. Students violating this regulation are subject to disciplinary action by the University up to and including expulsion.

Authority: BOG regulation 1.001(7)(g)

History: NEW 7.29.14, revised 9.30.24