




Policy Number: 800.4

Policy Title: Distribution and Posting of Printed Materials, Political Campaigning, Commercial and Charitable Solicitation, and Public Assembly Zones

Subject: Section 800 – Miscellaneous

Date Adopted: October 8, 2010

Date(s) Revised: August 29, 2012

Approved by: 

Daniel J. Bingham
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

All Helena College University of Montana policies shall adhere to and be consistent with applicable federal and state laws and regulations; Board of Regents' policies and procedures; and The University of Montana's policies and procedures. The College shall create procedures governing the distribution and posting of promotional materials, solicitations, advertisements, displays, political campaigning and public assembly zones.

I. DEFINITIONS & THEIR APPLICATION

“Affiliated users” include those formally established or recognized by Helena College. For example, a college-recognized student organization would be an affiliated user.

“Designated Official” shall mean the Helena College employee authorized to grant permission for any activity subject to this policy. Unless otherwise specified, the Designated Official shall be the Assistant Dean of Student Services.

“Non-affiliated users” include those with no link, formal or informal, to the College. The Kiwanis and the Helena Association of Realtors are examples of non-affiliated users.

Affiliated users may sponsor non-affiliated users to utilize Helena College facilities for purposes consistent with the College’s mission and with the objectives of the affiliated users. Affiliated users must have substantial participation in and responsibility for planning and executing the sponsored, non-affiliated users’ activities, rather than merely lending their endorsement to the non-affiliated users. In addition, affiliated users shall be financially responsible for all non-affiliated users’ activities on the basis of affiliated user sponsorship or co-sponsorship of such activities; except that affiliated users may require non-affiliated users to indemnify fully affiliated users for all such costs as a co-sponsorship condition as noted further below.

II. PROCEDURE

Affiliated and non-affiliated users may distribute printed materials on the Helena College’s Donaldson and Airport campuses subject to the following rules, which have been adopted to avoid interference with regular College activities.

- A. Distribution of printed materials without prior permission may occur in the following areas: 25 feet from the main entrances to the Donaldson and Airport Campuses. Materials may not be distributed on roads, in parking lots, or in other ways open to automobile traffic. All such activities may be subject to reasonable restrictions on the time, place, and manner in which they are conducted.
- B. Posted materials, including commercial materials, without prior permission, are allowed on undesignated bulletin boards located at the Donaldson Campus and upon any other like surfaces or public posting locations erected by the College in the future. Posted materials must be dated. Helena College will remove these materials at regular intervals.
- C. Posting material on designated bulletin boards of Helena College buildings by affiliated and non-affiliated users requires the permission of the designated Helena College department chair, program director, or other official authorized to grant such permission, and remains subject to any requirements such official may reasonably establish. The appropriate authorizing official is identified on each designated bulletin board.
- D. No printed materials may be posted on vegetation, lampposts, handrails, doors, glass, walls, brick, any painted surface, or the like. Posted materials that do not comply with these regulations will be removed.
- E. No printed materials of any kind may be placed or posted on any vehicle located on the Helena College campus streets or parking lots.
- F. Sidewalk chalking or painting shall at all times be prohibited absent the express prior permission of the Helena College Dean/CEO or the Dean’s designee.
- G. A current listing of posting locations including bulletin boards, flat screens and LED displays is available from the Information Desk located in Room 102 at the Donaldson Campus. Requests for use are approved based on a first come, first served basis.
- H. Content Disclaimer. Helena College takes no responsibility for and does not endorse the content of materials that are distributed or posted except when such materials are distributed and posted as

official Helena College communications. Permission to post or distribute printed materials or to engage in political activities may not be denied on the basis of their content or affiliation. All activities may be subject to additional, reasonable restrictions on the time, place, and manner in which they are conducted.

III. POLITICAL CAMPAIGNING

- A. Site Permission. Anyone seeking to engage in a political petition drive or to conduct political campaign activities on either Helena College campus must obtain prior permission from the Designated Official except within designated public assembly zones.
- B. Senate and Employee Union Campaigns. No permission is required for student, staff or faculty senates or College employee union campaigns (except to the extent that student or union bylaws provide otherwise.) Nevertheless, all activity governed by this exception is subject to space availability and to the following requirements:
 - 1. These activities may not disrupt campus traffic, access or academic activities.
 - 2. Without prior permission and subject to space availability, political campaigning and petitioning for these purposes may be conducted in the following areas: In a limited area of the Student Center at the Donaldson Campus and in a limited area of the Student Lounge at the Airport Campus. All such activities may be subject to reasonable restrictions on the time, place, and manner in which they are conducted. These activities are prohibited in sites open to automobile traffic.
- C. Campaigning in Helena College Buildings. With the permission of the Designated Official responsible for scheduling the facility, and subject to any requirements such official may reasonably establish, political campaigning or petitioning may be conducted in Helena College buildings.

IV. COMMERCIAL AND CHARITABLE SOLICITATION

- A. Charitable Activities. Affiliated users raising money for the support of an organization affiliated with Helena College, and charitable organizations which receive written approval from the Dean/CEO or the Dean's designee may engage in fundraising on campus.
- B. Commercial Activities other than Handbill Distribution.
 - a. Non-affiliated Users.
Non-affiliated users may engage in commercial activities in Helena College facilities if they have contracted to rent the facility and the activity is approved in the rental contract or if they have contracted with Helena College to engage in such activity at their respective facilities. Otherwise, non-affiliated users may not use Helena College facilities or enter Helena College property for the purposes of commercial solicitation or promotion without prior permission from the Designated Official.
 - b. Affiliated Users.
With the permission of the applicable Helena College authorizing official, and subject to any reasonable requirements that they may establish, affiliated users may sponsor or engage in sales or other commercial activity in Helena College buildings.
 - c. No user
May sell food or beverages in any Helena College facility except pursuant to express prior written agreement with Helena College; and subject to Section II.B. of this policy.

V. OTHER SPEECH ACTIVITIES FOR AFFILIATED AND NON-AFFILIATED USERS

- A. Public Assembly Zones. Helena College has set aside the area 25 feet from the main entrance of the Donaldson and Airport Campuses, as public assembly zone, subject to reasonable time, place and manner limitations. Speakers may use this area to speak on any subject of interest to them. In order to accommodate speakers, the Designated Official will schedule this space on a first-come, first-served basis. A speaker may also be limited in the amount of time so that others may use the zone.
- B. Restrictions on Use. Speakers or performers on the Public Assembly Zone are reminded that their activities may not interfere with the Helena College's educational mission. A speaker or performer who is too loud or who generates crowd noise that interrupts classroom or other academic or administrative activities may be instructed to move to a more appropriate location.
- C. Access to and use of facilities located inside Helena College campus buildings are governed by Helena College Policy 607 Facility Use.

**This policy and related procedures are based on UM-Helena Policy 607 Facility Use available for viewing at: <http://umhelena.edu/facstaff/policiesprocedures/>