

**Request for Approval to Distribute Literature**  
**At**  
**Polk State College**  
(In accordance with Polk State College Procedure 6057)

Name of Person/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe literature to be distributed:  
\_\_\_\_\_  
\_\_\_\_\_

Dates (s) and time (s) requested for distribution:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Rules for distribution:

- a. Literature must be in compliance with applicable laws.
- b. Literature must be “free” and with no expectancy of “donations”
- c. Persons distributing may be located in the parking lots/and or sidewalks leading to college buildings.
- d. Literature must be handed to individuals and may not be “forced” in any way including any act of intimidation or embarrassment.
- e. Literature may not be placed on cars or otherwise placed to “force” people to receive it, or to cause potential “litter” problems.
- f. Distribution may not be made in buildings including the Student Center, offices, and classrooms.
- g. Persons distributing are considered guests of the college, and may be removed from campus if found to be in violation of these rules.

I have read and I understand the PSC rules and will comply with them.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Facilities Request: (Please note: locations will remain the same for all requests)**

<b>Table Qty:</b>	4	<b>Locations:</b>	Side Walks (parking lot entrances) WAD, WSC, WAD, WMS
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**Cc: Facilities**