

Distribution of Literature Policy

The Kean University Statement on Free Speech and Dissent and the Statement on Dissent and Protest express the commitment of Kean University to maintaining an environment that supports the free and open exchange of ideas. The General Procedures Governing the Use of University Facilities and Grounds are to be applied on a content-neutral basis whenever University facilities and grounds are used outside of the classroom context and are to be interpreted in a manner consistent with the basic commitment of the University to free speech and dissent.

Recognized University Organizations, Groups or Faculty/Staff

1. Priority in scheduling and use of University facilities or grounds for purposes of distributing literature is given to recognized University Organizations and Groups.
2. Recognized University Organizations, Groups, Faculty/Staff or Members of the campus community may utilize sites designated for the sale or distribution of literature, including leaflets, handbills, handouts, newspapers and other written material when not in connection with a scheduled University event. University facilities must be reserved in advance by submitting a formal request online at <http://events.kean.edu> and in accord with general University scheduling procedures at least five (5) business days prior to the requested use.
3. Recognized University Organizations, Groups, Faculty/Staff or Members of the campus community must notify the Miron Student Center Operations and Event Management Office

(MSC-6) of their request to use University facilities or grounds in connection with a scheduled University event at least five (5) business days prior to the date of requested use. All use will be subject to review in accord with the Standards for Evaluating Requests for Use of University Facilities and Grounds and to the General Procedures Governing the Use of Facilities and Grounds. In the event of scheduling conflicts or other disruption to the orderly operation of the University, the University reserves the right to change the date, time and location of the distribution and, if necessary, cancel the event.

4. In order to avoid scheduling conflicts, and allow sufficient time to evaluate space, security, parking, staffing and other needs and to plan and organize the allocation of University resources, Recognized University Organizations, Groups, Faculty/Staff or Members of the campus are encouraged to complete the request for demonstration and distribution of literature form and return it to the Miron Student Center Operations and Event Management Office, between the hours of 9 a.m. and 5 p.m., Monday through Friday, in accord with regular University scheduling procedures, and in the case of any sale, must comply with the requirements of the Independent Vendor Policy. All use is subject to review in accordance with the Standards for Evaluating Requests for Use of University Facilities and Grounds and the General Procedures Governing the Use of University Facilities and Grounds.

External Organization, Group, or Individual

1. External Organizations, Groups, or Individuals must obtain written permission to sell or distribute literature including leaflets, handbills, handouts, newspapers and other written material when not in connection with a scheduled University event from the Office of University Relations, in accord with regular University scheduling procedures, and in the case of any sale, must comply with the requirements of the Independent Vendor Policy.
2. Written confirmation must then be brought to the Miron Student Center Operations and Event Management Office, located on the first floor of the Miron Student Center (MSC-6), between the hours of 9 a.m. and 5 p.m., Monday through Friday, to schedule an appropriate date, time and location to distribute their Literature.
3. In order to avoid scheduling conflicts, and allow sufficient time to evaluate space, security, parking, staffing and other needs and to plan and organize the allocation of University resources and individuals, application must be made six working days prior to a scheduled University event, or six weeks prior to the requested date if not in conjunction with a University event, in accordance with the Standards for Evaluating Requests for Use of University Facilities and Grounds and the General Procedures Governing the Use of University Facilities and Grounds.

4. The University reserves the right to designate time, place and manner restrictions on the distribution of literature.
 5. The total number of people or organizations distributing or selling literature on campus or at any one location may be limited. In accordance with general University policy, preference will be given to members of the University community. In acting on requests from non-campus groups or representatives, those sponsored by recognized University organizations or groups will be given preference.
 6. Harassment of members of the University community by those selling or distributing literature, or sale or distribution outside of the hours or locations for which permission has been granted, will be cause for immediate revocation of permission and could result in a suspension of future usage privileges.
 7. Decisions regarding requests under these guidelines will need to take into account both any special circumstances that may relate to University activities and the burden that permission to sell or distribute literature may place on the University's security force, administrative staff and facilities.
 8. If special circumstances are presented, upon request, shorter timelines and different locations will be considered at the discretion of the University.
 9. The appeal procedures detailed in the General Procedures Governing the Use of Facilities and Grounds apply in the event of a challenge to a decision by the University.
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Documents and Forms

[Request for Demonstration and Distribution of Literature Form](#)

[Procedures Governing the use of University Facilities and Grounds for Dissent, Demonstration and Distribution of Literature](#)

Policies

Division of Student Affairs

Kean University

1000 Morris Avenue
Union, New Jersey 07083

[Careers](#)

[Directory](#)

908-737-KEAN (5326)



Also of Interest

[Drug and Alcohol Policy](#)

[Free Speech and Dissent Policy](#)

[No Smoking Policy](#)

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