

- (D) presenting information (1) related to any amendment to the State of Illinois Constitution being presented for voter decision at a general election, or any amendment to the United States Constitution being presented for Illinois legislative decision; or (2) concerned with a public issue to be decided by a scheduled referendum in the governmental unit
- (E) representing candidates for the Urbana-Champaign Senate, student trustee, other offices for which students are the sole electorate, or student referenda.
- (2) Political canvassers shall not solicit contributions or attempt to sell, or advertise for purposes of sale, any item.
- (3) Canvassers campaigning for candidates wishing to schedule a formal meeting with a group of residents in public areas of a university residence hall must obtain permission from the hall student government or its duly authorized representative. The hall student government may impose limitations concerning time and location on such meetings. The hall student government must follow procedures to reserve space with the appropriate housing authority of that unit.

If these canvassers represent candidates for the Urbana-Champaign Senate, student trustee, other offices for which students are the sole electorate, or student referenda, there must be equal time and opportunity given to canvassers representing all other candidates, or referendum positions, upon request.

- (c) Mailbox Policy  
Distribution of political literature in mailboxes of university residence halls for the purposes defined under subsection (b)(1)(D) above shall be guaranteed provided arrangements are made with the individual hall offices. Other literature may be distributed in accordance with the solicitation policy of each hall.

#### **§ 2-407 Posting and Distribution of Handout Materials**

Individuals may post written or printed materials regarding any non-commercial topic on general campus bulletin boards and general campus kiosks.

- (a) Affixing or physically attaching written or printed materials to university property other than a designated area authorized by this policy, including but not limited to statues, doors, light posts, utility poles, walls, trees, and trash cans, is prohibited.
- (b) Use of classroom bulletin boards is restricted to instructional information, as defined by the instructors who use that classroom. Classroom bulletin boards may not be used by other groups or individuals for other purposes.
- (c) Use of unit bulletin boards that are assigned to specific university units is restricted to the assigned unit and may not be used by other groups or individuals for other purposes.
- (d) The individual who posted material for an event or activity is responsible for ensuring that the material is removed within 48 hours after the event or activity.
- (e) An authorized official of the university may remove and destroy the following posted materials:
  - (1) Outdated, posted materials (e.g., materials publicizing a past event or activity);
  - (2) Duplicate materials posted on the same general campus bulletin board or general campus kiosk as needed to create space for other university community members to post materials as permitted by this policy;
  - (3) Any posted materials at the end of each semester;
  - (4) Materials posted to the general campus kiosk located on the main university Quadrangle on a biweekly basis; and
  - (5) Posted materials that violate university policy or state or federal law.
- (f) Individuals must not remove, cover, or tamper with materials posted by another person or organization.
- (g) Posting of written materials in residence halls is governed by applicable University Housing residence hall policies.

## (h) Distribution

Individuals may distribute written or printed materials regarding a non-commercial topic on a person-to-person basis in outdoor, publicly accessible areas of university property. Individuals may distribute written or printed materials regarding a non-commercial topic on a person-to-person basis inside the common areas (g., foyers, vestibules, or hallways) of publicly-accessible buildings while open to the public. The interiors of computer labs, designated study lounges, classrooms, auditoriums, museums, theatres, lecture halls, offices, gymnasiums, retail shops, and dining or social reception halls, as well as mailboxes, are not “common areas” for this purpose.

- (1) Those individuals and groups engaged in the distribution of written materials must not litter and are encouraged to pick up any distributed materials dropped on the ground by others around the area of distribution.
- (2) An authorized official of the university may remove any written materials left behind or unattended, and the university assumes no responsibility for the safety and care of such materials.
- (3) Distribution of materials that violates university policy or state or federal law is prohibited.
- (4) Distribution of written materials in residence halls is governed by applicable University Housing residence hall policies.

**PART 5. USE OF UNIVERSITY PREMISES AND FACILITIES****§ 2-501 Preamble**

- (a) All meetings or events utilizing university premises or facilities (collectively “University Property”) shall be scheduled in accordance with the Campus Administrative Manual and this Code. It is the intent of these regulations to encourage optimal use of University Property in the furtherance of the university’s educational, research, and public service mission without jeopardizing the overall condition or safety of University Property or its users. University Property shall only be used for private purposes or private gain in accordance with applicable law and university policies and procedures.
- (b) Because these regulations cannot address all potential uses, the Chancellor has the authority to make exceptions to these regulations.

**§ 2-502 Eligibility**

Those organizations described in § 2-301, other than campus-community organizations, outside organizations, and individuals, may use University Property on the Urbana-Champaign campus in accordance with the facility use policies in the Campus Administrative Manual and these regulations. Campus-community organizations, outside organizations, and individuals shall be similarly eligible upon a finding by the facility Designated Official that the proposed event or activity is consistent with the rules and regulations referred to above and policies developed by the Chancellor’s Special Event Advisory Committee. (See § 2-507.) The university’s grant of permission to use University Property does not imply an endorsement of the purposes or viewpoints of the event or the sponsoring organization or individuals.

**§ 2-503 Reservation Procedures**

Those seeking use of University Property shall make their requests by following the reservation procedures set forth below.

- (a) Requests from university organizations, campus boards, registered organizations, and related organizations shall be signed by a registered agent and shall be filed through a process determined by the Student Engagement Office. Registered Organizations, Registered Student Organizations, and University Student Organizations must first receive event approval from the Student Engagement Office.
- (b) Applicants other than recognized student organizations should submit a reservation request to the Designated Official of the proposed University Property. The Office of the Vice Chancellor for Administration and Operations maintains contact information for Designated Officials. Requests for space should be submitted in advance of the proposed event or activity to allow necessary evaluation and ample time for processing. Unless