

# Student Services Manual (SSM)

## SSM 801–04: Petitioning, Distributing, and Posting Literature In and Near Student Unions and Centers Buildings

Effective: 1/5/1971

Revised: 3/1/2024

### Purpose

To provide guidelines for petitioning, distributing, and posting literature in and near Student Unions and Centers.

Note—In all 801 policies, Student Unions and Centers include the following buildings: Memorial Union (Tempe); Student Pavilion (Tempe); Polytechnic Student Union (Polytechnic); University Center Building (West Valley); and Student Center at the Post Office (Downtown).

### Sources

Educational Outreach and Student Services

### Policy

Petitioning and distributing literature is permitted in: (a) reservable areas surrounding the exterior of Student Unions and Centers including the North Plaza of the Memorial Union (Tempe) and the West Patio of the Polytechnic Student Union, with an approved reservation only; and (b) on the south and west sides of Memorial Union (Tempe) without a reservation as long as the activity takes place outside the area under the entrance overhangs. Petitioning and distributing literature is not permitted inside any Student Unions and Centers except in conjunction with the use of meeting rooms as permitted by [SSM 801-02](#), "Reserving and Using Student Unions and Centers Facilities."

To permit the free flow of traffic in and around Student Unions and Centers, persons authorized to distribute material are required to remain in assigned locations and may not circulate through other areas.

Student Unions and Centers offer a variety of marketing options including poster cases, banner spaces, and LCD screen advertisements to groups to market their events and/or services; fees may apply. Contact individual locations for details. No materials of any kind may be posted or set on walls, windows, doors, tables, restroom stalls, or any other unauthorized areas of Student Unions and Centers.

Printed material is accepted based on availability of space on a first-come, first-served basis and must be for university-sponsored events, university department services, or university-affiliated business partners.

Individuals and groups authorized to post or distribute material must follow directions from university staff regarding interpretation and compliance with petitioning, distributing, and posting policies.