



Office of Space Utilization & Analysis

Policy & Procedure #12

TITLE: **NEWSPAPER RACKS**

OBJECTIVE AND PURPOSE: To ensure the proper procedure for the placement, maintenance and distribution of newspaper racks on campus. Space is available in multi-rack bins and can be reserved for off campus publications.

REQUIREMENTS FOR NEWSPAPER RACKS

- ◆ Except for Student Readership bins and bins for the “University Press”, all other publications must be placed within the multi-rack bins located in designated areas of campus
- ◆ Racks must not block doors, exits or access to the facilities.
- ◆ Racks and/or publications placed in locations other than those specified will be removed by FAU personnel and the owner of such racks must reimburse FAU for expenses incurred.
- ◆ Newspaper or other publication racks in the dormitory and housing areas are subject to the approval by the Director of Housing.

VENDOR, DISTRIBUTOR RESPONSIBILITY

- ◆ Slots in the multi-rack bins are reserved through the Office of Space Utilization (OSUA) for the fiscal year, beginning July 1. Vendors are responsible for the renewal of their slot reservations. Request for renewals (**Attachment “A”**) must be submitted by June 1st of each year.
- ◆ New vendors are required to submit their request (**Attachment “A”**) to OSUA by June 1st of each year for review, approval and assignment of slots.
- ◆ Request for slots during the fiscal year will be subject to space availability and will be reviewed on a case by case basis.
- ◆ Each vendor must furnish the name, address, email and phone number of the person responsible for the distribution of his/her publication to the Office of Space Utilization & Analysis. OSUA must be notified immediately of any changes.
- ◆ Publications can be placed in bins at approved locations only.
- ◆ Distribution of publications shall not involve vehicular traffic on sidewalks or walkways.
- ◆ Only publications in newspaper and magazine format are permitted.
- ◆ Racks must contain current publications and must not remain empty for more than 30 days.

OSUA PROGRAM COORDINATOR

- ◆ Serve as a liaison to all vendors interested in distributing their publication(s) on the Boca Raton campus.
- ◆ Review vendor request form and assign slots for new vendors. Submit renewal request to OSUA Director for approval.
- ◆ Upon approval of permit, transmit a copy of the permit to the vendor and file original for OSUA records.
- ◆ Maintain list of publications distributed on campus along with contact information for each publication.
- ◆ Collect any publication that is found on campus that is not in a designated bin.
- ◆ Submit work order to Physical Plant to have any bins removed from campus that have not been approved.

ATTACHMENTS ◆ **Vendor Publication Permit – Attachment “A”**

Issued By: S. Clounts	Date Issued: 5/2008	Date Revised:	Effective Date: 5/2008
APPROVED:	Vice President	Assistant V.P.	Director

Vendor Publication Permit

Date: _____

Requestor's Name: _____

Email Address: _____ Phone: _____

Company Name: _____

Company Address: _____

Name of Publication: _____

Frequency of Distribution: **Weekly** **Monthly** _____ **Other**

Is this request a: **New Permit** **Renewal**

Please complete the following information regarding the individual responsible for distributing the publication.

** Any change with contact information must be reported to OSUA immediately.*

Name:

Address:

Phone#:

Email address:

* To be completed by OSUA only

Permit Approved

Permit Denied

Reason for denial

Central Breezeway

North Breezeway

South Breezeway

Other _____

Slot Number _____

Director:

Date:

Director's Signature

Attachment "A"