



Ohio Administrative Code

Rule 123:7-1-01 Solicitation and distribution activities by non-employees.

Effective: April 13, 1984

(A) An organization or non-employee which intends to solicit or distribute literature to employees must, each visit:

(1) Give advance notice of forty-eight hours of such intention by contacting the facility administrator for each facility.

(2) At the time the advance notice is given, provide a list of the names of the persons or alternates who wish access to the premises.

(3) In the event two or more requests for access to a facility for the same or overlapping times have been made, the facility administrator should attempt to provide alternate designated areas. In the event that no alternate designated area is available, the facility administrator will grant access to the available designated area on a rotating basis with equal time for its use.

(4) If the designated areas are unavailable due to a prior reservation, then the facility administrator shall immediately notify the requesting party of such conflict.

(B) An organization or non-employee may solicit or distribute literature in designated areas, provided the employees being solicited are on non-working time. Designated areas are to be determined by the facility administrator and a list of such areas will be made available by the facility administrator upon request.

(C) An organization or non-employee may not distribute literature nor solicit employees in any work area, regardless of the fact that the employees are on non-working time.

(D) An organization or non-employee shall be permitted to submit notices for posting to the facility administrator. Such notices must be a reasonable size so as not to obstruct any other notices. All organizations or non-employees will have equal posting rights to any designated posting area. A list



of the designated posting locations will be made available by the facility administrator upon request.

(E) An organization or non-employee shall be permitted to solicit or distribute literature in designated parking lots without providing advance notice.

(F) Any disagreements regarding these rules should be directed to the department of administrative services for a final resolution.