POSTING INFORMATIONAL MATERIAL **POLICY**

Implementation Date: 5/14/12

Definition

The objective of this policy is to provide an avenue for members of the University community and off-campus community members to publicize events, activities, or services, and post instructional materials while retaining an environment of order and cleanliness on the campus. University students, faculty, staff, registered student organizations, departments, and off-campus community members may post or exhibit printed materials in accordance with existing campus policies and procedures.

Authority

Title 5, Sections 42350 and 42352 of the California Code of Regulations, Sections 89031, 89035 and 99030 or the California Education Code.

Scope

This policy and related procedure apply to all posting of informational material on campus owned, leased or controlled property. The university maintains posting venues for the purpose of sharing information that may be of interest to the campus community. Some campus venues require advance scheduling while others do not. The content of the information posted is the responsibility of the author and is not approved or endorsed by the university unless noted explicitly on the posted material. Individuals interested in distributing information by methods other than posting, should refer to the Solicitation Policy. Publicity for A.S.I. elections will follow the A.S.I. Elections Code.

Karen S. Haynes

Karen S. Haynes, President

5/14/12

Approval Date

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Revised: 11/16/01
Implemented initially: 11/1/96

I. GENERAL GUIDELINES

The university maintains posting venues for the purpose of sharing information that may be of interest to the campus community. Some campus venues require advance scheduling, while others do not. The content of the information posted is the responsibility of the author and is not approved or endorsed by the university unless noted explicitly on the posted material.

University students, faculty, staff, registered student organizations, departments, and off-campus community members may post or exhibit printed materials in approved areas which refer to an event, activity or service in accordance with the policy/procedure outlined herein. Security Alerts from University Police or the Office of the Dean of Students are exempt from university posting policy regulations.

II. INSTRUCTIONAL MATERIALS

A. Facility Services may install pinning strips, narrow strips of cork on classroom walls and in hallways to be used for classroom projects and other instructional materials.

B. When material is posted as part of a class, the instructor is responsible for seeing that these guidelines are followed:
   1. Pinning strips are for instructionally related material only.
   2. Materials are not to be posted on painted surfaces, doors, or windows in classrooms and hallways.

III. MANAGEMENT OF BULLTETIN BOARDS/POSTING AREAS

A. DEFINITIONS and MANAGEMENT

Campus bulletin boards are defined by their use and management. The various campus bulletin boards are identified as follows:

1. Classroom bulletin boards located in and outside of the classrooms are used primarily for instructional purposes and for other purposes listed below. Questions regarding posted material on classroom bulletin boards may be directed to faculty or academic departments. All material from classroom bulletin boards should be cleared at the close of each semester.
   - Official University announcements
   - Associated Students announcements
   - Items related to the courses held in that particular classroom
   - Letters or correspondence related to the courses and/or students enrolled in courses in a particular classroom
   - Academic program opportunities

- Educational travel opportunities

2. Faculty bulletin boards are those boards located near the office door of each faculty member. Posting on these boards is reserved for the faculty member(s).
3. Department bulletin boards may vary in location. Posting on these boards is the responsibility of each department and is not open for general use.
4. The Associated Students Inc. (ASI) bulletin board is the responsibility of ASI and is not open for general use.
5. Clarke Field House/University Student Union bulletin boards are the responsibility of the Field House and are not open for general use unless otherwise noted.
6. Employee bulletin boards, as stipulated by union contracts, are located in specified areas, and are not open for general use. Contact Human Resources and Equal Opportunity for more information.
7. University Village bulletin boards and other forms of posting are administered by University Village (UVA) Staff. For further information contact UVA.
8. General-purpose bulletin boards may be located in campus buildings or near the entry of major buildings on campus. The boards have specific purposes and are titled according to the purpose. A list of bulletin boards and their locations is available in Student Life & Leadership or in Facility Services. All postings must correspond to the definitions noted below as well as the "Guidelines for Posting on General-Purpose Bulletin Boards" in Section III–B of these procedures. Questions regarding posting of materials on Campus Announcement Boards or Community Access Boards should be directed to Student Life & Leadership.
   a. Campus Announcement Boards are for the publicizing of events, programs, services held on campus. Off-campus events may be publicized on these boards if they are sponsored by a university department, recognized student organization, individual faculty or staff member (in the function of employment) or by a student relating to a campus function. Off-campus announcements that have no formal relationship to the function of the university or its students should be posted on the Community Access Boards. All postings must include the name of the author (sponsoring individual or organization) and the date posted. Postings will remain on the boards for one month. Postings that do not contain this information will be removed.
   b. Community Access Boards are for the publicizing of off-campus events, programs, or services that are not related to the university. This includes, but is not limited to, postings by university personnel or students that do not relate to the university itself. All postings must include the name of the author (sponsoring individual or organization) and the date posted. Postings will remain on the boards for one month. Posting that do not contain this information will be removed.

In addition to abiding by all posting procedures, credit card vendors who post on Community Access Boards are required to include educational material on debt management with posted information. Posted/printed material may not offer gift in exchange for completed credit applications.

9 **Kiosks** are placed in various locations on campus. Kiosks may be reserved for specific purposes or may be available for general purpose posting. The purpose is indicated on each kiosk. Questions regarding posting of materials on general purpose kiosks should be directed to Student Life & Leadership.

B GUIDELINES FOR POSTING ON GENERAL-PURPOSE BULLETIN BOARDS

1. Materials posted on general purpose bulletin boards or kiosks do not need to be approved prior to posting, but must comply with all guidelines indicated in these procedures
2. Posted material must include the name of the registered student organization, university department, faculty, staff, student or community agency/member authoring the printed material.
3. The date of posting must be visible on all posted materials. Postings may be displayed for one month. Date sensitive material should be removed within 48 hours after the event or activity has occurred.
4. The size of a poster /flyer must not exceed 11" x 17" on the general-purpose boards or kiosks.
5. Individuals may post items on bulletin boards using thumbtacks or staples. Any other method used that results in damage to the bulletin board or surrounding surface will be the liability of the posting party.
6. Posting will be limited to only two posters/flyers per area presuming space is available. If space is limited, only one copy should be posted on each board. Postings on bulletin boards or kiosks in excess of the limit are subject to removal at any time by university personnel.
7. Materials that do not correspond to the guidelines noted in these procedures, or that violate university policy (for example, harassment and non-discrimination), state or federal law will be removed by university personnel and may result in further university sanctions.

IV. OTHER FORMS OF CAMPUS POSTING/PUBLICITY

A. Election Posting: The policy on posting for an election follows the Associated Students, Inc. Elections Code which is available in the ASI business office.

B. Off-campus housing vacancy listings: Student Life & Leadership offers an off-campus housing referral service on the department web site in addition to maintaining one dedicated campus bulletin board. To utilize the bulletin board, students and

members of the community should go to the Student Life & Leadership Office and fill out a listing card. Only listing cards posted by Student Life & Leadership personnel will be displayed on this board. This is an information sharing service only; the university does not review potential landlords, locations or tenants.

C. Chalking: Plain cement walkways may be chalked with water-soluble chalk only after submitting an 8 ½" x 11" rendering and completing a chalking sign-up sheet to SRL prior to the date of chalking. The sign-up sheet will include the organization name, organization account number and planned dates of chalking. Chalking may be left in place for a maximum of 1 week. Chalking left in place after the scheduled timeframe may be cleaned by Facility Services with a charge applied to the organization responsible. Due to the damage created on other surfaces, chalking is prohibited on marble surfaces, painted surfaces, colored concrete, doors, windows, stucco, ceramic tile, trees, interior and exterior walls of buildings, and streets surrounding the campus.

D. Temporary Directional Signs: Signage may be erected for directional purposes only and must be removed by the sponsoring entity within 24 hours after the event for which they were intended.

E. A-Frames: Wooden or plastic A-Frames may placed anywhere on campus that does not interfere with traffic flow, emergency routes, entrance to or exit from buildings. A-Frames must be of sturdy construction as to not present a safety risk. Posted material must include the name of the registered student organization, university department, faculty, staff, student or community agency/member authoring the printed material. The date of posting must be visible on all posted materials. Postings may be displayed for one month. Date sensitive material should be removed within 48 hours after the event or activity has occurred.

F. Wooden organization symbols: Wooden organization symbols such as Greek Letters may be posted for a limited time in association with a scheduled program or event. Student Life & Leadership administers such posting separately because it is done in conjunction with scheduled student activities. Prior to scheduling such posting, wooden symbols must be constructed so they do not blow over, fall down or otherwise present a safety risk to those nearby. Construction may be reviewed by Facility Services to ensure its safety.

G. Banners: Recognized student organizations and campus departments may hang banners per the following instructions.

1. Banners must be made of plastic, cloth or paper. The name of the sponsoring organization must be displayed clearly on the banner.
2. Paper banners may be hung for a maximum of one (1) week.
3. Other banners may be displayed until the end of the academic term in which they are hung. Should another organization or department have a programmatic need to hang their banner in a space already occupied, collaboration between the organizations/departments is encouraged. However, banners will not be required to be removed until the dates noted in #4.
4. Banners may be hung per the following dates.

a. Fall Semester – Banners may be hung beginning August 15 and must be removed by December 15.
b. Spring Semester – Banners may be hung beginning January 1 and must be removed by May 15.
c. Summer Term – Banners may be hung beginning June 1 and must be removed by August 1.

5. Banners may be hung on any campus railing that does not present a safety risk to those hanging the banner or to those who pass by it once it is hung. For example: banners may not interfere with entrance or exits to buildings. Banners may not be hung in any location that requires a ladder to install them. Banners may not be hung on handrails near steps or other walkways. Unusually large banners must be secured as to not present a safety hazard. See Student Life & Leadership for information about hanging banners that exceed 6 feet wide by 4 feet high.
6. Banners may be hung by Facility Services for a fee of $25.00. Facility Services may suggest alternate locations for banner requests if the requested location poses a safety or operational concern for Facility Services.
7. During elections, no candidates may use the banner posting spots. SRL will designate two (2) posting spots for general election information. For further information see the ASI Elections Code.
8. Banners may be secured with string, rope or masking tape. Zip ties are available in Student Life & Leadership for no charge.
9. When taping items to approved surfaces, only painter's type masking tape is permitted, because it can be removed without damage. Do not use scotch tape, duct tape, electrical tape or any other fiber tape as it will damage the surface.

H. Handbills: Handbills are flyers detailing campus events, programs or services that are distributed personally by members of a university department, recognized student organization, Cal State San Marcos students, or by individual faculty or staff members for functions related to their employment. Handbills may not be left unattended in an area for pick-up; they must be handed from one person to another. Handbills may not exceed 8.5 X 11 inches in size and must include the name of the sponsoring organization on each sheet distributed. For procedures regarding handing out materials that detail off-campus events or services refer to the Solicitation Policy.

I. Table Tents: University departments, recognized student organizations and ASI may schedule the posting of Table Tents (TT's) per the following guidelines.

1. In order to use TT's as a means of promoting campus-wide events, the sponsoring organization must schedule TT posting in Student Life & Leadership. Two weeks per semester will be reserved in the Dome for the Bookstore to display information regarding book buy backs (traditionally the last two weeks of the semester).
2. **All** TT's must be officially stamped by Student Life & Leadership prior to duplication and distribution.
3. Only 1 TT per table may be displayed at a time.

4. Permission to display TT's must be requested at least one week (5 business days) prior to the intended display period.
5. Unless collaboratively done (two or more organizations placing information on a single TT), only one organization at a time will be allowed to display TT's in the Dome. Collaboration between clubs/organizations for displaying TT's is strongly encouraged.
6. Unless laminated or placed in a protective plastic holder, all TT's will be removed at the end of the day by Facility Services cleaning staff, and the sponsoring organization will be responsible for re-displaying fresh TT's the following morning.
7. If TT's are laminated or placed in a protective holder, it is the responsibility of the sponsoring organization to neatly re-display TT's at the beginning of each day (by 8:30 a.m.).
8. An organization can only display TT's for one-week at a time.
9. When more than one organization requests to display TT's for the same calendar period, Student Life & Leadership personnel may recommend that these organizations collaborate to develop one TT display. If sponsoring organizations do not wish to share the time, priority will be granted to the organization placing the first request.

J. Light Pole Banners: Selected campus light poles have been equipped to serve as posting/publicity/community building venues for the campus per the following guidelines. These venues are limited to use by university recognized student organizations and university departments.

1. Light pole banner space must be scheduled in advance in Student Life & Leadership. The banners must list the name of the sponsoring organization or department and bear a stamp indicating the banner is approved for posting. Banners without approval stamps will be removed by Facility Services, and the responsible organization will be charged the cost of removal.
2. A recognized student organization or ASI may reserve light pole banner space by signing up in Student Life & Leadership. Student organization and ASI sign-up dates are as follows:
   a. Fall dates - The calendar will open on April 15 or the following workday and will remain open throughout the year.
   b. Spring dates - The calendar will open on October 15 or the following workday and will remain open throughout the year.
   c. Summer dates – The calendar will open on February 15 or the following workday and will remain open throughout the year.
3. University departments may reserve the light pole banner spaces by contacting Student Life & Leadership. Because student organizations will be given priority over University departments, departments may not schedule a banner space until 1 month prior to the beginning of the requested posting period.
4. The posting period will correspond to the purpose of the posting. In no case shall such posting last longer than 1 month. For purposes that are not a month

in length, the banners should be removed within 48 hours after the program or season being recognized.

5. When more than one organization or department requests to display banners for the same calendar period, Student Life & Leadership personnel may recommend that these organizations collaborate to divide the total number of spaces. If sponsoring organizations do not wish to share space, priority will be granted to the organization placing the first request.

K. Electronic Reader Boards: The campus may install electronic reader boards. Posting on reader boards is administered through the Office of Communications.

L. Cougar Channel: The Cougar Channel includes messages delivered through video monitors in various locations throughout campus. Use of the Cougar Channel is administered through the Office of Communications.

V. PROHIBITED FORMS OF ADVERTISING

A. Leafleting on vehicles on university property is not allowed (see Solicitation Policy).

B. Posting is prohibited on marble surfaces, painted surfaces, lampposts (except for lamppost banners detailed in IV – I), passageway glass, doors, windows, stucco, ceramic tile, trees, interior walls of buildings, posting in restrooms, and elevators.

C. Advertising may not be secured (i.e., chained, nailed, tied, etc.) to university property.

D. Posting in the Dome is allowable only on bulletin boards located on the east wall of the dining area.

E. Credit card vendors may not post on Community Access Boards without including educational material on debt management with posted information. Posted/printed material may not offer gifts in exchange for completed credit applications.

VI. SANCTIONS / DAMAGE CHARGES

All posting must occur under the provisions of these procedures and related campus policy. Any violation of these regulations may result in any, or all, of the following actions:

A. Removal of literature/posting.

B. Organization or individual responsible for posting will be billed for any damage.

C. Current posting privileges denied and/or posting privileges denied for future time period.

D. Disciplinary actions initiated by the appropriate university office or authority.

1. Individual students who violate university policy may be referred to the Dean of Student's Office for review of his or her conduct and student status.
2. Policy violations committed by recognized student organizations will be referred to Student Life & Leadership for the review of conduct its implications on the organization's privileges or recognition status.
3. Members of the community who violate the university's posting policy may be contacted by university officials, and future limits may be set on their access to campus posting venues.