


<u>Subject: (Policy Name)</u> Posting Policy	<u>Department Name:</u> Business & Finance	<u>Approval:</u>  Joseph F. Sheley, President <u>Date:</u> 6/18/15
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I. Purpose

- A. The exchange of information and the presentation of different viewpoints on issues is a cornerstone of higher education and California State University, Stanislaus. The policy that follows is not intended to restrict communication within the University community but rather to ensure that all groups and viewpoints have equal access to space for posting and that the campus remains attractive and safe.

II. Scope

This policy applies to all individuals, University units and any non-University individuals and entities posting at any location under the jurisdiction of California State University, Stanislaus. This policy will be administered by the President and/or a designee.

III. Definitions

- A. A posting is a communication in the format of a sign, poster, handbill, banner, notice, billboard, sandwich board, or related item with the objective that a passerby will view the communication.
- B. Banners are postings that exceed 36" on any side. They are a special category of postings because of their size.
- C. A posting entity is any individual, University unit or non-University entity that is the sponsor of the posting, is motivated to display the posting, and is responsible for the content of the posting.

IV. Policy

- A. All individuals and entities, whether or not they are affiliated with the University, are allowed to publicize on campus provided they comply with this policy, other relevant University and CSU systemwide policies and procedures, and local, state and federal laws and regulations.
- I. Postings containing defamation, obscenity, terrorist threats, false advertising, or the promotion of actual or imminent violence or harm or other speech not protected by the United States Constitution and/or the California Constitution are not permitted and will be removed by

designated University personnel at any time.

B. Approved Locations for Postings.

Postings are permitted in the following locations:

- I. The outdoor message board kiosks on campus;
- II. Bulletin boards outside offices/departments and Union bulletin boards in the TV lounge and the game room, with approval from the office/department responsible for the bulletin board;
- III. On "A" frames (sandwich boards) outside any of the main buildings provided they are placed so that they do not interfere with pedestrian traffic, access to buildings, or obstruct ADA door opening buttons;
- IV. Table tents inside Warrior Grill and Main Dining with prior approval from Campus Dining Services;
- V. Exterior railings of buildings for posters fastened by string (the use of tape and other adhesives is strictly prohibited). Allowed are two posters per organization per building, with one poster per building entrance;
- VI. Student Union bulletin boards in the TV lounge and the game room, with approval from University Student Union;
- VII. Flyers and like materials on bulletin boards at each main entrance of the Village with approval of the Housing Office;
- VIII. On stakes provided that they do not interfere with the normal operations of the campus or present a hazard. Stakes must be at least one foot off the walkways in grass areas. Signs may be temporarily removed by the grounds crew as they maintain the grounds;

C. Prohibited Locations of Postings.

Postings are not permitted in any area unless specifically listed above, or falling within an exception in Section V. As examples, postings are not permitted in the following locations:

- I. building exteriors unless permitted above;
- II. doors (interior of office doors permitted with occupant approval);
- III. glass windows, doors and entry ways;
- IV. restroom stalls except where posting devices are installed;
- V. light posts;

- VI. interior stairwells and interior walls;
- VII. trees;
- VIII. bus shelters;
- IX. automobiles in parking lots.

D. Other Restrictions.

- I. Adhesive stickers and adhesive tape may not be used. If tape is necessary, painters' tape should be used.
- II. Signs and other materials on bulletin boards and kiosks are to be posted only with thumbtacks, staples, or painters' tape. Posting with adhesive tape or glue or other adhesives is prohibited.
- III. No writing is permitted on walkways, roadways, buildings, etc. (chalk, paint, etc.).
- IV. Duration.
  - 1. All postings must include the date when posted and the time period for the posting is limited to three weeks.
  - 2. Exceptions to the time period limitation may be granted by the President or the President's designee(s) for cause.
  - 3. All literature and printed materials that refer to a specific event or date must be removed by the posting entity within 24 hours after the event or program. Directional signs must be removed within 24 hours after the event advertised concludes.
- V. Number of Postings – Only one poster (up to 11 x 17) advertising any event, goods or service may be posted on the same board/kiosk.
- VI. A posting may not be placed over another posting.
- VII. Banners are a special category of postings because of their size. In order to display a banner, the posting entity must receive prior approval of the location and method of installation from the President or President's designee(s). Banners may only be displayed for three weeks unless granted an exception by the President or President's designee(s) for cause, such as for official University business of an ongoing nature. Banners that note specific event dates must be removed within 48 hours after the noted date. Unapproved banners may be removed by designated University personnel.

VIII. Postings written in languages other than English must indicate the name of the sponsoring organization in English.

IX. Postings may not promote commercial businesses or transactions without written authorization from the President or President's designee(s) and in accordance with University policies and guidelines.

1. Members of the University community (students, faculty, staff, administrators or alumni) may post notices offering or seeking goods or services provided that such notices do not promote commercial businesses or transactions. The posted notice must include the individual's name and the date of posting.

X. For the advertising or promotion of alcohol, see Executive Order 966 (or any corresponding subsequent Executive Orders or University policies).

E. Removal of Postings

I. The University reserves the right to remove and dispose of all postings on campus not complying with this policy.

II. Removal of postings by unauthorized parties is prohibited. Only the posting entity or designated University personnel will remove a posting unless otherwise authorized.

III. Postings must be kept in good condition or they may be removed by designated University personnel prior to the expiration date.

IV. Designated University personnel will remove items posted in prohibited locations.

V. Campus community members may remove expired items to make room for new materials, items which exceed more than one posting per kiosk or open board (indoors and outdoors) or items that require approval but have not been approved.

VI. The posting entity may be charged for the cost incurred in removal or repair of facilities caused by inappropriate or prohibited postings for which they are responsible.

V. Exceptions

A. Flyers or posters displayed to communicate immediate changes in plans to those affected are not subject to the location prohibitions. Examples of such changes are new locations and directions, cancellation of classes or meetings, or temporary office closure. These postings must be dated and removed by the posting entity within 24 hours.

- B. The interior of the University's housing units are not subject to this policy.
- C. Individual faculty offices including office doors and bulletin boards outside the office, except for the provisions of article IV . A. I. are not subject to this policy. Academic departments may post materials in designated areas assigned to them.
- D. Signage and similar materials placed by the University to support the University's operations (such as directional signs and room numbers) are not considered postings.
- E. University business notices and materials (such as mandatory Human Resources notices) may be posted by University units in designated areas and are not subject to duration limits when they are of an ongoing nature.
- F. Art work installed with the permission of the University is not considered a posting.
- G. Materials for the decoration of employees' offices or work space are not considered postings. It is expected that any decoration reflects a professional environment and complies with the policies and practices of the department or office.
- H. Other exceptions to this policy may be made by the President or the President's designee(s) for cause.

VI. Compliance with Other Policies, Regulations and Laws

- A. The posting entity is responsible for ensuring that the content of all materials posted is non-discriminatory in nature, and that it complies with all University and CSU systemwide policies and guidelines, and all local, state, and federal laws and regulations.