



*Prohibited Locations for Postings and Signage:*

- Acoustic boards (inside rooms or hallways)
- Balconies
- Benches
- Bus Shelters
- Doors (public or classrooms)
- Fences
- Fountains or Sculptures
- Light Posts
- Lobby walls (main lobby entrances on various floors of all buildings)
- Newspaper or Magazine Racks
- Permanent Way-finding/Directional Signage
- Railings (interior or exterior)
- Restrooms or Stalls
- Stairwells
- Traffic Mirrors or Control Signs
- Trees or Planted Garden areas
- Trash or Recycling Receptacles
- Windows

*Limitations on Postings and Signage:*

- A. It is the responsibility of the individual or group posting materials to ensure that all postings have been removed within two (2) business days following the event or the date as specified by the approving University official or her/his designee. Materials that can be visually determined with a past date will be removed. All posted materials will be removed from general bulletin boards at the end of each semester.
- B. The posting of materials using items such as foot signs, ground stakes, or chalk on sidewalks shall be reviewed and approved in advance as deemed appropriate by the approving University official or her/his designee, in consultation with the Associate Vice President for Facilities Services. The requestor will be responsible for any damages as a result of ground stakes, clean-up of chalk used on sidewalks, or costs incurred by Facilities Services for repairs or clean-up.
- C. Vehicle or pedestrian directional signage for events or activities shall be placed in accordance with Public Safety's *A-Frame Placement Procedures*.
- D. Banners to be displayed outdoors may only use metal frames provided by Communication & Marketing. Banners hung from the Student Union/Treehouse Courtyard will be installed and removed by Student Union staff.
- E. Requests for postings or signage within Housing & Residential Education facilities shall be reviewed and approved in advance by the Executive Director of Housing & Residential Education or his/her designee.

- F. Duration: all postings or signage may be displayed for a maximum of two (2) weeks prior to any one event or activity and should be removed within two (2) business days after the event or activity.
- G. Poster size: posters should not exceed 24" x 36" in size for posting onto "A" frames or as space is available on general bulletin boards.
- H. Poster quantity: only one poster advertising an event, activity, or program may be posted on the same bulletin board.
- I. Banner size: banners should not exceed 36" x 96" in size.
- J. Content: postings or signage advertising a University event, activity, or program should contain the following information: name of event or activity; date, time, and place of event or activity; and University contact information (campus phone numbers or web address). The University's formal or spirit logos may be included in materials but are not required (refer to the University's Identity Style Guide for proper use).
- K. Divisions, departments, or areas may only display posters, photographs, awards, or artwork within their designated office space.
- L. Requests from external constituencies for non-commercial solicitations or non-commercial transactions may only be posted a maximum of two (2) weeks for a single event or activity, and only two (2) posting requests may be requested per semester with at least two (2) weeks in between postings. Materials may not exceed 11" x 17" in size. Up to 24 copies of posting materials may be provided for posting by UniversityJ 19y post bema-2(e)4I-Ap

period of time. Unauthorized postings of a threatening, discriminatory or offensive manner may result in disciplinary action.