

CAMPUS POSTING POLICY

The intent of this policy is to provide Fort Hays State University students, faculty and staff with maximum opportunity and space to advertise approved events, products, services, and at designated locations throughout the campus on bulletin boards, outdoor kiosks, and other posting areas, within the guidelines set forth in this policy.

Advertising of events at Fort Hays State University is limited to events approved by Fort Hays State University, including but not limited to events sponsored or organized by registered student organizations, students involved in campus campaigning, and University divisions, departments, and offices that are conducting University business, in accordance with separate University guidelines governing the use of campus facilities.

General Guidelines for Posting

The Center for Student Involvement in the Memorial Union must approve all indoor and outdoor postings on campus, including postings on or in kiosks, bulletin boards, table tents, etc. and will do so under the terms and conditions set forth in this policy. If the intended poster is denied by the Center for Student Involvement, a written explanation for the denial will be issued. Any person or group wishing to appeal this decision shall submit a written request along with the denial by the Center for Student Involvement, to the Director of the Memorial Union, who will issue a decision on the request.

Items to be posted on academic departmental boards require permission from the appropriate academic department. Bulletin boards in classrooms fall under the jurisdiction of academic departments, and are not intended to be available for posting by the general public. It is intended that bulletin boards in academic areas will be reserved for academically-related postings.

Posters/flyers, table tents, etc., should be posted for a period not exceeding three weeks. Posters/flyers or table tents will be cleared by Center for Student Involvement staff after event dates have passed, or 3 weeks following the posting date. Any flyers/posters or table tents will be removed that do not comply with these guidelines. The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed. Please refer to the Center for Student Involvement's "Poster Route" policy for more information regarding posting deadlines.

All posters and flyers to be displayed on Fort Hays State University's campus must conform to the University's Student Code of Conduct and not contain any obscene and demeaning sexual content, and any racial, or other discriminatory reference.

Postings may not be misleading, promote the excessive use of alcohol or the use of illegal drugs; or promote the engagement in illegal activities.

All posters must clearly indicate the full name of the registered student organization and /or department sponsoring the event, activity, etc. as well as the date, time and location of the event printed clearly.

The posting of paper with tape on sidewalks or using any kind of paint on sidewalks is not permitted.

No handbills exclusively used to advertise a product or service not related or beneficial to the mission of the University or its students are permitted.

Placing flyers, posters, etc. under windshield wipers of cars parked on campus is not permitted.

No posting is allowed on windows, doors, walls, floors, trees, trash cans, lamp posts, building markers, bridges, or other surfaces that are not designated for such purposes unless given permission by the Assistant Director of the Memorial Union.

Specific Guidelines Related to the Form, Location, Method and Manner of Posting

Subject to the other provisions of this policy relating to posting, the following is intended to provide guidelines for the specific location and form of posting allowed.

Memorial Union

The Memorial Union provides space for on-campus groups to display information on bulletin boards, sign holders, and table tents. Commercial businesses may not use the Memorial Union space for posting notices without prior approval from the Director of the Memorial Union. Permissible posting is that which is in all respects in compliance with this policy and those which is in some way related to the Union's general purpose and function as a student service and support center. Any person or group seeking to utilize the Memorial Union for posting purposes should submit a request to the Center for Student Involvement. Utilizing the guidelines contained in this policy, as well as other University guidelines regarding the use of campus facilities, the Assistant Director of the Memorial Union will determine the request, and if the request is denied, provide written explanation of the denial. Any person or group whose request to utilize the Memorial Union for posting purposes is denied may then submit the request along with the denial to the Director of the Memorial Union, who will determine the request in accordance with the guidelines of this policy.

The bulletin boards on the first floor across from Union Station are the designated location in Memorial Union for displaying posters and flyers. The bulletin boards are identified with laminated signs at the top of each board as follows: BUY, SELL, RIDE AND RENT, AND EVENTS AND NOTICES.

The BUY, SELL, RIDE AND RENT board is intended to display notices of items for sale or rent or to buy, or notices for people wanting rides or riders. The EVENTS AND NOTICES board displays notices of events or information of local interest.

Postings are limited to one (1) flyer/poster per heading. The size of the posting is limited to no larger than 11" x 17". Groups should place the flyer/poster under the appropriate heading on the bulletin boards.

Larger signs advertising campus events may be posted in the display signs both inside and outside the Memorial Union. The size of the inside sign holder is 22" x 28", and the size of the outside sign holder is 24" x 43". Signs for these holders must be taken to the Center for Student Involvement (CSI), Lower Level Memorial Union, in advance for approval and posting.

No flyers/posters or signs shall be posted on the exterior of the Memorial Union, nor on walls, doors, or glass anywhere on the interior or exterior walls of the Memorial Union without special approval by the Director of the Memorial Union.

Flat Screen Monitor Advertising is available in the Memorial Union for on-campus groups. Please refer to the Center for Student Involvement "Union Flat Screen Monitor Advertising" policy for more information.

Table tents may be placed only in the seating areas of Union Station and Cody Commons, and must be taken to the Center for Student Involvement (CSI), Lower Level Memorial Union, in advance for approval and posting. Table tents are not allowed in any lounges or other spaces in the Memorial Union.

Table tents can be no larger than a 4" x 6" or quarter sheet of flat letter paper (4" x 5 ½"). Only flat flyers in the approved plastic holder may be placed onto a table. Only eight table tents, each with a different message, are allowed per table. A maximum of 48 table tents (12 sheets of letter paper) may be displayed (approximately 28 in Union Station and 20 in Cody Commons). Space is limited – first come, first served.

Posters/flyers or table tents will be cleared by CSI staff after event dates have passed, or 3 weeks following the posting date. Any flyers/posters or table tents will be removed that do not comply with these guidelines. The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed.

During Homecoming king and queen candidate elections or Student Government Association elections, a separate bulletin board will be placed in the Union Station lobby. Each candidate may post one flyer or poster, no larger than 8 ½ by 11 inches.

The posting of paper with tape on the Union floor is not permitted unless given special approval by the Director of the Memorial Union.

Permission or exceptions to any of the above guidelines must be requested in writing to the Director of the Memorial Union.

Organizations that violate the notices, signs, and tent card guidelines will be notified and asked to comply with the policy. If a violation occurs a second time, the organization may lose the privilege of posting notices, signs, or tent tents in the Memorial Union.

Bulletin Boards

The use of bulletin boards within campus classrooms is restricted to instructional information, as defined by the instructors who use each room.

Posting on campus is limited to one poster/flyer per event per bulletin board. Student candidates campaigning for an office or position or Homecoming king and queen on campus will be limited to one poster per candidate/campaign per designated bulletin board. Campaign posters may not be larger than 8 ½ by 11 inches.

Posters are not to exceed 11" X 17" in size on bulletin boards inside buildings.

Posters should be attached with tacks whenever possible. Staples and tape are not appropriate as they are difficult to remove.

All posters must be submitted to the Center for Student Involvement in the Memorial Union for approval and posting.

Kiosks

Posters are not to exceed 11" x 17" in size in Kiosks.

Posters will be stamped with the earliest date that they may be placed in the kiosks and the date for removal from the kiosks.

Posters will be placed and removed by the CSI staff.

One poster per kiosk is allowed for each organization and event.

Posting is permitted only on the kiosk corkboards, not on the Plexiglas that protects them. Posters must be attached to the corkboards using tacks. Taping or stapling posters to the boards is not permitted.

All posters must be submitted to the Center for Student Involvement in the Memorial Union for approval and posting.

Lawn Signs

Lawn signs may be permitted for special events or occasions where appropriate, depending only upon the size of the sign and whether any physical damage to the Campus will occur as a result of use of the sign. Requests can be brought to the Center for Student Involvement in the Memorial Union. Final approval for lawn signs will be made by the Center for Student Involvement staff in conjunction with Physical Plant, after considering the size of the sign and the method of affixing the sign to the Campus. The permissible content of the sign is governed by other portions of this policy.

Banners

Banners are allowed in some locations, but must be approved by the Center for Student Involvement in the Memorial Union. The permissible content of the Banner will be governed by other provisions of this policy. Special care must be taken not to damage or injure trees. Banners are to be no larger than 5' X 7'.

Banners must be of material that will stand wind stress. A twin size sheet is the preferred size using twine or clothesline rope to hang the banner. Metal wire or chains are not allowed.

Registered student organizations are responsible for hanging and taking down banners. The University reserves the right to remove any form of advertising which does not comply with any provision of this policy.

Chalking

Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to. Chalking must be approved by the Center for Student Involvement in the Memorial Union.

Specific areas are designated as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks, and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area.

Posting in the Residence Halls

Posting in the residence halls must be approved in advance by the Director of Residential Life, who will determine the request in accordance with this policy and the provisions of any policy applicable to residence halls in general, or any specific hall in particular. In the event that the Director of Residential Life denies a request for posting in the residence halls, the Director shall issue a written explanation for the denial. In the event that the requested use of the residence halls for posting is denied, the person or group submitting the request may submit the request and the Director of Residential Life's denial to the Vice President of Student Affairs who will determine the request in accordance with the terms of this policy. Residence halls are not intended to be available for posting by the general public.

Door-to-door solicitation of products or services in the halls is not allowed. Printed advertising material may not be affixed to or placed under students' doors.

Student rooms are not to be used for advertising of goods or services by outside persons or entities.

Original policy adopted by President's Cabinet 07/01/98

Revised policy adopted by President's Cabinet 10/12/05

Revision approved by Student Affairs 03/07 and President's Cabinet 09/05/07

Combined policy adopted by President's Cabinet 10/6/10