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**POLICY TITLE:** Campus Posting Policy

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**POLICY PURPOSE:** 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, at designated locations throughout the campus on bulletin boards, outdoor kiosks, and other posting areas, within the guidelines set forth in this policy.

**BACKGROUND:**

**APPLIES TO:** Faculty, Staff, Students

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** 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 policies governing the use of campus facilities.

The Memorial Union provides space for both on- and off-campus groups to post flyers. Permissible postings comply with this policy and are in some way related to the Union's general purpose and functions as a student service and support center. The Center for Student Involvement (CSI) in the Memorial Union must approve all indoor and outdoor postings on campus, including postings on or in kiosks, bulletin boards, table tents, outside banners, sidewalk chalking, etc. and will do so under the terms and conditions set forth in this policy. In the event a posting 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.

#### **General Posting Guidelines**

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.

Posting on campus is limited to one poster/flyer per event per bulletin board. Posters are not to exceed 11" X 17" in size on bulletin boards inside buildings or on outside kiosks. Student candidates campaigning for an office or position or Homecoming king and queen on campus will be limited to one flyer per candidate/campaign per designated bulletin board. Campaign posters may not be larger than 8.5" X 11".

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

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.

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

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.

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.

The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed. Organizations that violate the notices, signs, and table tent 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. Any posters/flyers or table tents will be removed that do not comply with these guidelines.

### **Permanent Displays**

Permanent displays are not permitted on campus without prior approval. Individuals seeking permission to place permanent displays on campus must first seek the approval of the Director of Facilities Planning.

### **BUY, SELL, RIDE AND RENT Bulletin Boards**

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.

### **Academic & Administrative Bulletin Boards**

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

As such, the use of administrative bulletin boards relative to office locations require permission from the appropriate department. These bulletin boards fall under the jurisdiction of administrative departments, and are not intended to be available for posting by the general public. It is intended that bulletin boards in administrative areas will be reserved for department-related postings.

### **Residence Halls**

Posting in all of the residence halls must be approved in advance by the Assistant 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. Posting in a specific residence hall must be approved by the Hall Director of that specific residence hall. In the event that a request is denied for posting in the residence halls, a written explanation for the denial will be provided. 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 denial to Director of Residential Life, who will determine the request in accordance with the terms of this policy. Residence halls are not 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.

### **Poster Route**

The Center for Student Involvement (CSI) provides the opportunity for **only** recognized student organizations and divisions and/or administrative areas of Fort Hays State University (FHSU) to publicize upcoming events through means of bulletin boards located in buildings on campus and outdoor kiosks. When space permits, FHSU departmental flyers announcing non-event information of interest to the general student population may also be posted.

These guidelines pertain only to Center for Student Involvement (CSI) bulletin boards; they are in no way meant to be the policy for posting materials on Academic, Administrative, Cultural Affairs, Student Government Association or University Activities Board bulletin boards. Individuals or organizations need to check with these groups to determine their guidelines. Materials promoting course offerings and schedule changes do not fall within these guidelines. **All postings** are to be consistent with University policy.

All student organization and departmental materials to be posted on official poster route bulletin boards must be approved by the CSI staff, Memorial Union 014, pursuant to the following guidelines:

1. Student organizations must be recognized by the CSI in order to post information for upcoming events. No commercial advertisements will be

posted unless they relate to events sponsored by a recognized student organization or a division and/or administrative area of FHSU.

2. Materials must include the name of the event, date, time, place (on-campus building name, room name and/or number or off-campus name and street address), a FHSU-approved logo, and the sponsoring organization's or department's full name.
3. The deadline to submit a poster/flyer for the poster route is **11:00 am on Mondays and Thursdays**.
4. Due to bulletin board space limitations, the preferred size for materials 8.5" X 11", but cannot exceed 11" X 17".
5. No poster or flyer will be approved if it promotes obscenity, discrimination (racial, sexual, age, disability, etc.), exploitation (as described in University policies), or illegal activities. All advertisements must be consistent with University policies and procedures (alcohol, political, etc.).
6. Postings not approved pursuant to these guidelines will be removed and discarded without notification.
7. It is strongly recommended that a proof be given to the CSI for approval before additional copies are made. As space permits, materials may be displayed for up to **three (3) weeks in advance of the event**. The CSI staff will hang posters in designated areas.
8. Submit 40 (7 of which are posted on kiosks) copies of poster/flyer materials to the CSI by the deadline (note item 3 above).

### **Kiosks**

The Center for Student Involvement (CSI) must approve all postings in campus kiosks, under the terms and conditions set forth in the Poster Route policy. One poster per kiosk is allowed for each organization and/or event. Posters should not exceed 11" X 17" in size in kiosks. Posting is permitted only on the kiosk corkboards, not on the Plexiglas that protects them. As space permits, materials may be displayed for up to **three (3) weeks in advance of the event** and will be placed and removed by the CSI staff. The CSI monitors kiosks weekly and will remove unapproved materials. In the event a posting is removed due to improper approval, if contact information is located on the posting, the CSI will make contact explaining the kiosk posting procedures.

### **Interior Displays (T-Stands)**

Larger signs advertising campus events may be posted in display signs inside the Memorial Union. The size of the inside sign holder is 22" x 28". As space permits, materials may be displayed for up to **three (3) weeks in advance of the event**. Signs for these holders must be taken to the CSI in advance for approval and will be placed and removed by the CSI staff.

### **Exterior Displays**

Larger signs advertising campus events may be posted in the display signs outside the Memorial Union. The size of the outside sign holder is 24" x 43". As space permits, materials may be displayed for up to **one week in advance of the event**. Limited space is available on a first come, first serve basis. Signs for these holders must be taken to the CSI in advance for approval and will be placed and removed

by the CSI staff.

### **Table Tent Displays**

The Memorial Union has eight-sided table displays on each table in the seating areas of Union Station and Cody Commons. Table tents can be no larger than 4" X 6" or a quarter sheet of letter paper (4" X 5.5") and should be cut to size. Only flat flyers in the approved plastic holder may be placed onto a table and only one advertisement per event, announcement, or service is allowed. As space permits, advertisements for an event may be displayed for up to **three (3) weeks in advance of the event**. A maximum of 40 table tents (10 sheets of letter paper) may be displayed – approximately 24 in Union Station and 16 in Cody Commons. Table tents are approved through the CSI office and will be placed and removed by the CSI staff.

### **Indoor Banners**

Recognized student organizations and University departments have the opportunity to display banners inside the Memorial Union upon receiving approval from the CSI staff. Only banners which advertise campus-wide events, activities, or announcements sponsored by University organizations will be approved. One banner per organization or department per event is allowed. Banners cannot exceed 2' X 6' and should be made from paper (not bed sheets). Banners may be displayed for up to **one week in advance of the event**. Limited space is available on a first come, first serve basis. The University Activities Board (UAB) will have first priority to post on the hanging banner located at the south entrance of the Memorial Union. Banners within the Memorial Union can be reserved through the CSI office and will be placed and removed by the CSI staff.

### **Outdoor Banners**

Banners are allowed in some locations in the quad, but must be approved by the Center for Student Involvement (CSI). Banners cannot exceed 5' X 7' and should be made of material that will withstand 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. Special care must be taken not to damage or injure trees. Registered student organizations are responsible for hanging and taking down outdoor banners.

To post a banner that will hang off the outside of the Memorial Union, please contact the Director of the Memorial Union for approval and size requirements.

### **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 CSI where final approval for lawn signs will be made in conjunction with the Physical Plant. The size of the sign and the method of affixing the sign to the Campus will be considered.

### **Sidewalk Chalking**

Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to and approval has been given by the CSI.

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.

**Digital Signage**

Three TV monitors located in the Memorial Union; on the main floor at the Southeast entrance, in Cody Commons on the lower level, and on the lower level in the feature wall lounge area (outside the CSI) may be used for advertising events, announcements, and resources. Advertisements must be submitted to the CSI for approval. Acceptable formats include a Microsoft PowerPoint slide or a JPEG, and should be sent to [csi@fhsu.edu](mailto:csi@fhsu.edu).

**This policy is subject to change and a current copy will posted on the Fort Hays State University website.**

**EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

**RELATED DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

Advertising, posting, student organizations, flyers, posters, bulletin boards, sidewalk chalking,

**RESPONSIBLE OFFICE:**

Center for Student Involvement

**RESPONSIBLE UNIVERSITY OFFICIAL:**

Assistant Director of Memorial Union

**ORIGINATION DATE:** 07/01/98

**REVIEW CYCLE:** Every 3 years

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**POLICY ADDRESS:**

**LAST APPROVED ON:**

**REVIEW/CHANGE HISTORY:** Adopted by President's Cabinet  
10/01/14  
10/12/05  
09/05/07  
10/6/10

10/01/17

**NEXT REVIEW  
DATE:**

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