

California State University, Stanislaus

POSTING GUIDELINES

Purpose of the Guidelines

The exchange of information and the presentation of different viewpoints on issues are the cornerstones of our educational system. The guidelines that follow are 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.

The following guidelines apply to all individuals, organizations or businesses posting material on the CSU Stanislaus campus. As a general rule, they do not apply to faculty offices and academic departments posting materials in designated areas assigned to them.

Removal of Posted Materials

The University reserves the right to remove and dispose of all materials posted on campus not complying with these guidelines. Approval from the appropriate department head or recognized university organization is required before any materials (including banners) are posted.

Approved Locations for Campus Posting

Materials may be posted in the following locations:

- Kiosks between the Library and Classroom Building, and in front of the campus;
- Bulletin boards outside offices/departments and Union bulletin boards in the TV lounge, commuter room, and the game room (only by prior approval from the offices/department responsible for the bulletin board);
- On “A” frames (sandwich boards) outside any of the main buildings (must be placed so that they do not interfere with pedestrian traffic);
- Railings of buildings may be used for posters fastened by string; the use of tape is prohibited (two posters per organization per building, one per building entrance);
- Flyers may be posted on bulletin boards at each main entrance of the Village (Approval of the Housing Office required);
- 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. (Use waterproof paint on sign material to protect against water damage from the irrigation system. Signs may be temporarily removed by the grounds crew as they maintain the grounds.)
- Outside faculty office doors (with occupant approval)

Prohibited Locations for Campus Posting

Posting is not permitted in any area not specifically listed above. Specifically, posting is prohibited in the following locations:

- building exteriors
- doors (interior of office doors permitted)
- glass windows and entry ways

- interior walls (hallways)
- restroom stalls posting allowed where posting devices are installed)
- light posts
- stairwells
- trees
- bus shelters
- automobiles in parking lots

Adhesive stickers are expressly forbidden. Campus Facilities Services personnel will remove items posted in prohibited locations. No writing on walkways, roadways, buildings etc. (chalk, paint, etc.)

Exceptions will be made for flyers or posters displayed for directional purposes such as changes in meeting or class location. These postings must be dated and removed by the posting department within 48 hours.

Limitations on Posting

- Duration – All notices must be dated and posting is limited to two weeks for notice of any one event, goods, or service. Materials not posted in accordance with the guidelines will be removed by Facilities Services. Anyone 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 have not been approved.
- Size – Posters exceeding 36" X 36" in size may be removed at any time because of limited space.
- Number of Posters – Only one poster (11 x 17 – poster/kiosk) advertising an event, goods or service may be posted on the same board.
- A notice may not be posted over another notice.
- Signs on bulletin boards and kiosks are to be posted only with thumbtacks or staples. Posting with glue is prohibited.
- Removal of signs by unauthorized parties is prohibited until the event has passed.
- Any person or organization may be charged for the cost incurred in removal or repair of facilities caused by inappropriate or prohibited postings for which they are responsible.
- All literature and printed materials that refer to a specific event or date must be removed by the sponsoring individual or organization within 48 hours after the event or program. Temporary directional signs must be removed within 24 hours after the event for which they were intended.
- Banners may be displayed upon prior approval of the location and method of installation. Banners may only be displayed for three weeks, banners that note specific dates of information/events shall be removed 48 hours after the noted date.

Compliance with University, Local, State and Federal Policies and Regulations

The sponsoring organization or individual is responsible for ensuring that the content of all materials posted is non-discriminatory in nature, and that it complies with all CSU Stanislaus, local, State, and Federal policies and laws, including Title VII and IX of the Civil Rights Act as amended.

We ask all parties distributing material to the public or on-campus to be sensitive to community standards regarding potentially offensive material.

Promotion of the Consumption of Alcohol

Advertising or promotion of alcohol will not be permitted. (Refer to the CSU Stanislaus alcohol guideline for details.)

Posting by Recognized Campus Organizations

Recognized campus organizations may post materials publicizing their own on and off-campus events. Suggested topics for inclusion in posted materials: the sponsoring organization's name; time and place of the event; the admission charged (if any); date of posting, and name of the person in charge with contact phone number. Students may publicize CSU Stanislaus student body elections, providing that information follows the ASI posting guidelines in the election code.

Posting of Personal Notice of Goods and Services

Members of the University community (students, faculty, staff 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.

Personal notices may only be posted on the kiosks (cylinder type) located on the north and south side of the Library Building (see attached plan)..

Designated Departmental and Office Message Boards

Academic departments and campus offices may have designated message boards outside or near their offices. These boards have been designated for the sole use of the departments and offices to which they are assigned. Prior approval from the department or office is required before one may post on any of these boards. All materials posted must comply with campus, local, State and Federal laws and policies.

Administration of Campus Posting Guidelines

The office of Student Life is responsible for developing and administering campus posting guidelines that apply to students and student organizations. The office is also responsible for informing students of these guidelines.

Posters or banners written in languages other than English must indicate the name of the sponsoring organization in English. In addition, the group must provide the Dean of Students with an English translation of the information on the poster or banner prior to being granted approval for posting to ensure that material complies with posting requirements, e.g., noted under "Compliance with University, Local, State and Federal Policies and Regulations".

Signs and A-frames are placed in public areas at the sponsoring organization's own risk. The University cannot provide security for such materials.

When the event is over, please return to the posting sites and remove the posters as soon as possible. This will ensure goodwill between the University and the community, and will provide more posting opportunities for future events.