



General Procedures for Postings and Signage

Upon receiving advance approval from the designated University official as outlined in the University's Policy on Postings and Signage or Use of University Buildings and Grounds, the following general procedures shall be followed as specified below:

Approved Methods for Posting:

- A. Sticky putty or painters' blue masking tape for large event posters approved for placement on interior walls next to general bulletin boards.
- B. Push pins or thumb tacks for cork bulletin boards and magnets for dry eraser boards. (Tacking, painting, pasting, marking, writing, gluing, stapling or otherwise affixing signage is not allowed on any surfaces. Stickers may not be posted onto any surfaces.)

Approved Locations for Postings and Signage:

- A. General cork bulletin boards located throughout most University buildings, or available dry eraser boards for general purpose postings located within the Library.
- B. Cork bulletin boards located outside office doors with occupant approval.
- C. If space is needed, posters approved by appropriate University officials may be displayed on interior walls next to general bulletin boards.
- D. Electronic message screens managed by the Student Union.
- E. A-frames may only be placed at specified locations outside University buildings and must not interfere with pedestrian or vehicular traffic.
- F. Banners may be displayed outdoors using metal frames provided by Communication & Marketing. Requests and reservations should be made in advance with Communication & Marketing.
- G. Banners may be hung from the Student Union/Treehouse Courtyard with advance approval from the Executive Director of ASI.

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 University staff. Approved postings will only be posted on general cork bulletin boards located in building hallways and will not be posted inside classrooms.
- M. Requests for postings for commercial solicitations or commercial transactions from external constituents shall adhere to the California Code of Regulations, Title V. Education. If approved by Public Safety, postings will be posted by University staff on general cork bulletin boards located in building hallways and will not be posted inside classrooms.
- N. Any individual, department, or organization may be charged for the cost incurred in the removal or repair of University facilities caused by inappropriate or prohibited postings for which they are responsible.
- O. Unauthorized postings in prohibited locations will be removed.
- P. Signs or postings that in the judgment of the University are threatening to public safety, prohibited by law, hazardous to pedestrian or vehicular traffic, or imitative of official government signs or copyrighted signs, logos or marks, are prohibited.
- Q. Individuals or organizations that violate the Policy on Postings and Signage or General Procedures for Postings and Signage may have posting privileges revoked for a specified

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