



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

POSTING POLICY

The primary objective of these regulations is to ensure that CSUDH maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum publicity outlet. Cooperation is essential to creating an attractive and pleasant environment for students, organizations, staff, and visitors. The university reserves the right to determine time, place, and manner for all items related to posting of information, and freedom of speech activities.

REGULATIONS

Organizations currently recognized by or registered with the University, campus committees and commissions, individual students, faculty and staff are allowed to publicize on campus, providing they comply with the regulations established by the University. Publicity for off-campus entities and personal notices shall be restricted to Activities Bulletin Boards outside the Student Union as designated by this policy.

Designated Posting Areas

Activities Bulletin Boards

1. A listing of Activities Bulletin Boards and a map of locations is available in the Office of Student Life. Activities Bulletin Boards will be cleared of all postings once in August and again in December by Office of Student Life or Physical Plant staff.
2. **Activities Bulletin Boards inside the Student Union are reserved for Student Organizations and Campus Departments Only.**
3. Items posted on designated bulletin boards by Student Organizations and campus departments must:
 - be at least 4 x 6 inches
 - not exceed 11 x 17 inches
4. Items posted on designated bulletin boards by others must:
 - be at least 4 x 6 inches
 - not exceed 8.5 x 14 inches
5. Only **one** item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesives (tape, glue, stickers, etc.) may not be used on any bulletin board or painted surface.
6. Prior to posting of publicity, all student organizations are required to have event approval and confirmation of space reserved.

Railings

1. All metal walkway railings are available for posting except for railings on the South (Vendor) Walkway and the Special Event Railing which overlooks the Sculpture Garden from the Student Union. A listing and map of locations is available in the Student Union Administrative Offices and

the Office of Student Life.

2. Use of Welch Hall railings is subject to prior written approval from the Welch Hall Posting Monitor. The Railing Posting Approval Form hardcopy is accessible through the Office of Student Life, Student Union Administrative Offices, and also online on the websites of these two departments.
3. Items posted on designated railings must be at least 11 x 17 inches but not exceed 3 x 8 feet and appear neat and professional. All items displayed on railings must use zip ties and reinforcement tape, provided free of charge to University recognized and registered student organizations from the Office of Student Life. Student organizations receive priority above campus departments when supply of these items near depletion. Adhesives (tape, glue, stickers, etc.) may not be used on any railings. Items not properly mounted or posted in areas not designated for posting will be removed and may result in loss of posting privileges for organizations and departments guilty of these violations.
4. Items extending beyond the top of the railings must receive prior approval from the Office of Student Life. No item should extend greater than 18 inches above the railing top and should be no longer than 24 inches.

Standards

Time Limits

All posted material may be posted for a period of fourteen (14) calendar days. The “POSTING VALID THRU_____” stamp available through the Office of Student Life must be clearly visible on the face of the posting. Materials posted must be removed by the sponsoring group or organization at the conclusion of the event. Items not removed promptly after the event may result in suspension of posting privileges. Exceptions must be first requested and approved by the Office of Student Life.

Sponsorship

Materials to be distributed or posted must list all the sponsoring organizations.

Identification of Publicity

All materials to be distributed or posted must be identified with name and phone number of the person or organization responsible. Email addresses are allowed in lieu of phone numbers for contact purposes.

Language

All materials to be distributed or posted on campus written in any language other than English must contain an English translation. Hate language is not tolerated.

While information may receive posting approval, this does not represent a position of support from the University.

California Penal Code

Materials to be distributed or posted must not be in violation of Section 311-312.7 of the California Penal Code. A copy of the California Penal Code is available in the Office of Student Life.

Off-Campus Entities

Any off-campus entity wishing to post materials on Activities Bulletin Boards must have approval from the Student Union for union postings only or Office of Student Life, and must abide by these posting regulations. Publicity for off-campus entities and personal notices shall be restricted to Activities Bulletin Boards outside the Student Union as designated by this policy. Commercial advertising or postings must not advertise any illegal activity.

Other Regulations

Approvable Non-Designated Areas

Approval to post in areas not listed in Section (Designated Posting Areas) above must be obtained from the dean/administrator having primary responsibility for management of the building. Approvable non-designated areas include: interior railings of buildings, classroom bulletin boards, non-Activities Bulletin Boards, and free standing structures.

Temporary Banners

Large or major campus events often require posting information in large font sizes so that people can read the information from a distance. The University does allow for banners to be placed at various entrances/exits to the campus, usually between two trees. Event sponsors who want to display their banners at these locations must first acquire written approval from the proper authorizing agent.

Campus departments, programs, etc., must contact University Physical Plant and receive approval and support in hanging their banners, while student organizations must work with the Office of Student Life to receive Physical Plant approval and support. Banners designed for use in these locations must not exceed a maximum size of four (4) feet in height and eight (8) feet in length.

Permanent Banners and Display Cases

Approval for placement of permanently mounted banners and display cases must be obtained from the dean/administrator having primary responsibility for management of the building (see app. B.). Once approval is received for the space desired, the Office of Student Life will coordinate with Physical Plant for installation. The cost of the banner or bulletin board and installation is the responsibility of the organization.

Sandwich Boards

Sandwich boards may not be stationed in areas that obstruct normal pedestrian traffic flow or violate University fire codes. Check with the Office of Student Life regarding the use and placement of sandwich boards. Some approval from University Physical Plant staff may be necessary.

Staking

All advertising requiring staking must have locations approved by Physical Plant. The Office of Student Life will assist student organizations in the approval process. Use of wooden stakes for postings is prohibited.

Handbills and Circulars

Distribution of handbills, circulars and flyers not in violation of campus regulations and the Califor-

nia Penal Code is permitted on campus. The campus chooses to exercise its right to regulate the time, manner and place of this distribution in accordance with State law and the Free Speech Policy through the issuance of a daily permit. Student organizations, University departments and administrative offices wishing to distribute any material must obtain permission from the Student Union or PCLASS, and the Office of Student Life. Individuals or off-campus entities wishing to distribute material must obtain a permit from the Office of Procurements and Contracts, Logistical and Support Services (PCLASS). Distribution is not allowed in buildings or parking lots. Interference with the normal flow of auto or pedestrian traffic and the harassment of individuals is prohibited.

Electronic Advertising

As the use of technology on campus increases and new resources become available, new options for electronic advertising also become available. Campus Pipeline, University calendars, websites, and the electronic marquis at the corner of Avalon and Victoria Street may be options for your event. Please check with the Office of Student Life or PCLASS for policies and processes related to these forms of publicity. Request forms to display general campus announcements may be picked up from and submitted to the Office of University Advancement (WH C 490).

Violations

Materials are not to be posted in areas other than designated posting areas. Posting is not allowed on windows, glass doors, elevators, telephone booths, bathroom stalls, sculptures, posts, trees, traffic control/utility poles, signs, vehicles, or planted garden areas. Nothing shall be posted as to obscure previously posted, properly placed materials.

Violations of these regulations will result in the immediate removal of posted materials, possible loss of posting privileges for the following semester and/or other restrictions as may be determined by the Office of Student Life and the University. Student organizations and/or individuals will be charged for the cost incurred in the removal or repair of improper postings.

University Buildings

The administrative entity responsible for University buildings would have authority to approve posting within buildings, including classroom bulletin boards, railings, and free-standing structures and designated as follows as of 10/25/04:

<u>Building Managing Administrator</u>	<u>Managing</u>
Small College Complex	Vice President Admin. & Finance
School of Education	Dean, School of Education
Social & Behavioral Science (SBS)	Dean, College of Business Admin. and Public Policy
Natural Science and Mathematics (NSM)	Dean, College of Natural and Behavioral Sciences
South Academic Complex	Provost and Vice President for Academic Affairs
University Library	Dean, University Library
Gymnasium and Field House	Director, Athletics
LaCorte Hall	Dean, College of Liberal Arts
Loker University Student Union	Exec. Director, Student Union

University Theatre
Student Health Center
Child Development Center
Extended Education
Welch Hall

Dean, College of Liberal Arts
Director, Student Health and Psychological Services
Associated Students, Incorporated
Dean, College of Extended and International Education
Vice President for Administration and Finance