



California University of Pennsylvania

POLICY: University Posting and Handbill Policy

Purpose & Scope:

The University Posting and Handbill Policy is established to control location and duration of Posting and Handbill (i.e. bulletin board, advertising).

Outlines the guidelines and restrictions for “postering” – the posting of advertisements, notices, posters, flyers, or other documents – on California University of Pennsylvania property.

General Description(s): The University permits limited postering in designated places inside campus buildings.

The **Natali Student Center** has chalkboards and white boards throughout the building that may be used for advertisement purposes.

Residence Hall Bulletin Boards on residential floors are reserved for the exclusive use of the Residence Life staff. Any other signs may be posted on designated bulletin boards, generally in lobby areas, after approval by Residence Life staff. All postings without **stamped approval** or hung in unauthorized locations will be removed.

Academic Buildings have bulletin boards throughout the building that may be used for advertisement purposes.

Notices, posters, advertisements, decals, flyers, “garage sale signs” and other documents (hereafter referred to as “posters”) that are posted on California University of PA property in contravention of the Guidelines and Restrictions will be removed by University personnel. The cost of poster removal and repair of any damage caused by those breaching the following Guidelines and Restrictions may be charged to the offending party.

Guideline(s):

a. Permitted Posters

- i. Recognized student clubs and organizations as well as University Faculty, colleges, departments and offices may place posters publicizing events and services on wall panels designated for poster display.
- ii. A poster that advertises an event, service or product for profit or an employment opportunity for commercial purposes may only be posted on University property with the prior approval of the Career Services and Internship Center.
- iii. Emergency or regulatory notices to the community containing “need to know” information about an urgent issue regarding facility or security shall be temporarily posted on walls in high traffic areas. The posting of such emergency or regulatory notices shall be approved by the Associate Vice President for Student Affairs and shall be removed immediately following the emergency period.
- iv. A notice about a class cancellation, course relocation, etc. is permitted on a classroom door or on an adjacent wall for the applicable period of time.
- v. Posters for student elections and referenda shall comply with the election guidelines established by the Student Government Association. All postings shall follow the guidelines established by this document.

b. Use of University Name and Brand Logo

- i. Use of the California University of PA name on a poster shall be pre-approved (by the sponsoring University department head /designee or the Office of Communications and Public Relations).

c. **Restrictions**

- i. With the exception of University approved regulatory notices, postering inside classrooms, lecture halls and other teaching spaces is prohibited. Posters and documents relating to class instruction or other programmatic use of the teaching space are permitted, but shall be removed upon vacating the room/space.
- ii. Posters are limited to two copies of the same poster per wall panel or display panel, and the name of the California University of PA sponsor (University department/office, employee group or recognized student club/organization) should appear on each, along with contact information such as a contact person's name, e-mail address, and/or telephone number.
- iii. Certain notice boards are reserved for the exclusive use of campus departments or organizations and are labeled accordingly. The Exclusive Notice Boards are indicated with large title signs and some are designated for specific uses.
- iv. In common areas within buildings, posters shall not be placed on windows, doors, painted surfaces, or the small bulletin boards outside each classroom and lecture hall reserved to display official University timetabling of the room. This restriction does not apply within office suites or defined departmental areas or to the interior of individual offices.
- v. Posters shall not be placed inside elevators; on elevator doors, directory boards, directional/wayfinding signs, fire hose cabinets, or exit signs; on or inside commercial advertising signs or classroom schedule holders; or on wood finishes.

- vi. Postering is not permitted outdoors on University property, including on any vehicle, tree, hedge, building, wall, door, window, light pole, sign or sign post, garbage/recycling container, utility box, mail box, newspaper dispenser or other fixture.
- vii. Any and all writing on the white boards in the Natali Student Center shall be written in dry erase marker. Writing on the chalk boards shall be done in chalk.
- viii. Decals (with adhesive backing), double-backed carpet tape, and the use of other permanent adhesive substances or those that prevent easy poster removal are prohibited.
- ix. Postings may not promote or advertise parties, alcohol/drug use or contain obscene language or graphic content.
- x. **YARD SIGNS/EVENT PROMOTION SIGNS**
 - 1. The use of yard signs (informational as well as directional) is by approval only and is restricted to selected special events and in designated areas. To receive approval, e-mail a copy of your yard sign along with the proposed posting dates and locations to golembiewski@calu.edu.
 - 2. Yard signs will only be allowed for campus programs and departments and the use of these signs may be limited to a designated number of events each semester.
 - 3. All yard signs may not be posted longer than 24 hours in advance of an event and must be removed by sponsoring program or

department within 24 hours following the completion of the event.

4. The name of the sponsoring department or organization must be listed on the sign.
5. Schools and large-scale or university-wide events may request special consideration for additional yard sign placement.

d. Removal of Posters

- i. Posters outdoors on University property as well as posters on glass, wood and painted surfaces in common areas within buildings (including on elevator doors and inside elevators) will be removed by the University.
- ii. The chalk boards in the Natali Student Center will be cleaned once a week, every Sunday.
- iii. Postings in violation of these guidelines will be removed immediately.
- iv. Posters and notices posted in excessive numbers on a notice board or display panel will be removed.
- v. Cleaning of Exclusive Notice Boards and other reserved boards is the responsibility of the department/group for which they have been provided.

E. Effective date: _____

Adopted: _____ **by:** Cabinet

Amended Date: _____