

University Student Center Marketing Material Posting Policy

I. PURPOSE

This policy remains to guarantee that all entities and viewpoints have equal access to space for posting on the University Student Center premises and to ensure that the building and all included facilities remain attractive and safe.

II. SCOPE

- A. This policy applies to all individuals, University units, and non-University entities posting at or on any location within the premises of the University Student Center, inclusive of interior and exterior space. This policy will be administered by the University Student Center Executive Director and the University Student Center Assistant Director of Operations.
- B. This policy does not pertain to the space within the University Student Center premises that is/are leased by other entities or departments.
- C. This policy does not pertain to any units of the Associated Students Incorporated and/or University Student Center organizations.

III. DEFINITIONS

- A. **Posting** – a communication in the format of a sign, poster, handbill, banner, notice, billboard, sandwich board, or related item with the objective that a passerby will view the communication.
- B. **Banner** – a posting that exceeds 36 inches on any side. They are considered a special category of postings because of their size.
- C. **Posting Entity** – any individual, University unit or non-University body that is the sponsor of the posting, is motivated to display the posting, and/or is responsible for the content of the posting.

IV. POLICY

- A. All individuals, groups, and entities, whether or not they are affiliated with the University Student Center, are allowed to publicize on University Student Center premises provided that they comply with this policy, other relevant University and CSU system wide policies and procedures, and local, state and federal laws and regulations.
 - i. Postings containing defamation, obscenity, terrorist threats, false advertising, the promotion of actual/imminent violence or harm, and/or other speech not protected by the United States Constitution and/or the California Constitution are not permitted and will be removed by designated University Student Center personnel at any time.

B. Approved Locations for Postings:

- i. Indoor or Outdoor message board located in the University Student Center.

C. Prohibited Locations of Postings:

Postings are not permitted in any area unless specifically and explicitly listed above.

- i. Building exteriors
- ii. Doors (interior of office doors permitted with occupant approval)
- iii. Glass windows, doors and entry ways
- iv. Restroom stalls
- v. Interior stairwell and interior walls
- vi. Trees
- vii. Glassed message boards
- viii. A-frames placed on/in building interior and exterior

D. Other Restrictions:

- i. Adhesive stickers and adhesive tape may not be used. If tape is necessary, painters' tape should be used.
- ii. Signs and other materials on bulletin boards and kiosks are to be posted only with thumbtacks or staples or painters' tape. Posting with adhesive tape or glue or other adhesives is prohibited.

No writing is permitted on walkways, roadways, or any area on the exterior or interior of the University Student Center unless approved by the SC Executive Director and/or the Assistant Director of Operations (chalk, paint, etc.)

iii. Duration:

- a. All postings must include the date when posted and the time period for posting is limited to three weeks
 - b. The University Student Center Executive Director and/or Assistant Director of Operations may grant exceptions to the time period limitation.
 - c. All literature and printed materials that refer to a specific event or date must be removed by the posting entity within 24 hours after the event or program. Directional signs must be removed within 24 hours after the event advertised concludes.
- iv. Number of Postings – Only one poster (up to 11 inches x 17 inches) advertising any event, goods, or service may be posted on the same board/kiosk.
 - v. A posting may not be placed over another posting.
 - vi. Banners are a special category of postings because of their size. In order to display a banner, the posting entity must receive prior approval of the location and method of installation from the University Student Center Executive Director and/or Assistant Director of Operations. Banners may only be displayed for three weeks unless granted an exception by the University Student Center Executive Director and/or Assistant Director of Operations for cause, such as for official University business of an ongoing nature. Banners that note specific event dates must be removed within 48 hours after the noted date. Designated University Student Center personnel may remove unapproved banners.

- vii. Postings written in languages other than English must indicate the name of the sponsoring organization in English.
- viii. Postings may not promote commercial businesses or transactions without written authorization from the University Student Center Board of Directors and/or the University Student Center Executive Director.
 - a. Members of the University community (students, faculty, staff, administrators 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.
- ix. For the advertising or promotion of alcohol, see Executive Order 966 (or any corresponding subsequent Executive Orders or University policies).
- x. Removal of Postings:
 - a. The University Student Center reserves the right to remove and dispose of all postings on the University Student Center premises not complying with this policy.
 - b. Removal of postings by unauthorized parties is prohibited. Only the posting entity or designated University Student Center personnel will remove a posting unless otherwise authorized.
 - c. Postings must be kept in good condition or designated University Student Center personnel prior to the expiration date may remove them.
 - d. Campus community members 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 require approval but have not been approved.
 - e. The posting entity may be charged for the cost incurred in removal or repair of facilities caused by inappropriate or prohibited postings for which they are responsible.

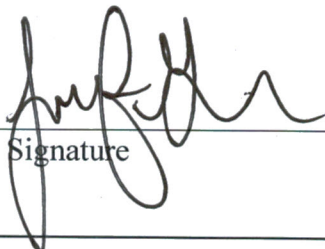
E. Compliance

- i. The posting entity is responsible for ensuring that the content of all materials posted is non-discriminatory in nature, and that it complies with all University and CSU system wide policies and guidelines, and all local, state, and federal laws and regulations.

This policy was voted on and approved by the University Student Center Board of Directors on: 11-21-19.

The following signature by the Chair of the SC Board of Directors, verifies the approval of the Student Center Board of Directors:

Jennifer Galeana-Vasquez
Print name


Signature

12/3/19
Date