

## UNIVERSITY STUDENT CENTER-STOCKTON CAMPUS MARKETING & MATERIAL POSTING POLICY

### I. Purpose

- A. This policy remains to guarantee that all entities and viewpoints have equal access to space for posting on the University Student Center Stockton Campus facilities. This policy will also provide standards and guidelines for all materials posted within the University Student Center Stockton Campus facilities.

### II. Scope

- A. This policy applies to all individuals, University units, and non-University entities posting at or on any bulletin board within the premises of the University Student Center Stockton Campus Facilities, inclusive of interior and exterior space. This policy will be administered by the University Student Center Programs and Services Coordinator.

### III. Definitions

- A. **Posting** – a communication in the format of a poster, handbill, banner, notice, or related item with the objective that a passerby will view the communication.
- B. **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 Stockton Campus 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. Posting slots are available on a first come, first served basis.
  - 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-Stockton Campus personnel at any time.
- B. Approved Locations for Postings:
  - i. Bulletin boards located inside and outdoor of the University Student Center-Stockton Campus lounge.
- C. Prohibited Locations of Postings:
  - i. Postings are not permitted in any area unless specifically and explicitly listed above
    - a. Lounge exteriors walls
    - b. Glass windows, doors and entry ways

c. Interior walls

**D. Number of Postings:**

- i. Only one poster (up to 11 inches x 17 inches) and handbill (4 inches x 6 inches) advertising any event, goods, or service may be posted on the same bulletin board.
  - a. All artwork for posting must be submitted in the correct size format or the request will be denied.

**E. Duration:**

- i. All postings must include the date when posted and the time period for posting is limited to three weeks

**F. Removal of Postings:**

- i. 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. Signage will be removed by designated University Student Center-Stockton Campus personnel.
- ii. The University Student Center reserves the right to remove and dispose of all postings on the University Student Center-Stockton Campus premises not complying with this policy.
- iii. Removal of postings by unauthorized parties is prohibited. Only the posting entity or designated University Student Center-Stockton Campus personnel will remove a posting unless otherwise authorized.
- iv. Postings must be kept in good condition or designated University Student Center-Stockton Campus personnel prior to the expiration date may remove them.
- v. 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.

**G. 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 are to be posted only with thumbtacks or staples or painters' tape. Posting with adhesive tape or glue or other adhesives is prohibited.
- iii. A posting may not be placed over another posting.
- iv. Postings written in languages other than English must indicate the name of the sponsoring organization in English.
- v. Postings must contain contact or reference information in the case a student requires special accommodations.
- vi. 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.

- vii. For the advertising or promotion of alcohol, see Executive Order 966 (or any corresponding subsequent Executive Orders or University policies).

All postings and signage that is deemed inappropriate will not be displayed and will be sent back to the requestor with the reason for denial.

Inappropriate content consists of:

- a. Messages that promotes or condone behavior that violates University or CSU policies, or local, state, or federal law
  - b. References to the sale or consumption of alcohol or other drugs
  - c. Advertisements of commercial products or services
  - d. Messages that include copyrighted or trademarked works of others
  - e. Political messages for candidates or local, state, or federal measures and bills
- viii. Events that are limited to invitation only will not be displayed unless such events target general such as specific years or classes (e.g. Sophomore class, senior, etc.)

**H. 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 SC Board of Directors on May 21, 2020

The following signatures by the SC Board Chair and the SC Vice Chair of Finance verify the approval of the SC Board of Directors:

Melannie Castellanos  
Melannie Castellanos (May 27, 2020 14:03 PDT)

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Melannie Castellanos – SC Board Chair

\_\_\_\_\_  
Date

Teresa Serna  
Teresa Serna (May 27, 2020 14:56 PDT)

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Teresa Serna – SC Vice Chair of Finance

\_\_\_\_\_  
Date