Policy: **Campus Posting Guidelines**	
Issuing Department: **Office of the Vice President for Student Affairs**	
Date last revised: **April 2011**	

PURPOSE

The opportunity to provide information to the university community about events, activities, organizations, or meetings is an important part of the campus' communication system. The intent of this policy is to provide for orderly and equal access to the available posting space on campus. All on-campus publicity for university-related or sponsored business, courses, events, and activities will comply with this policy.

The policy does not apply to departmental operational materials posted within areas assigned to that department.

POLICY

All posting materials must contain all of the following information: name of the sponsoring WOU organization or department, what the event or activity is, where and when the event will be held, how much is charged for admission (if applicable), and the disability accommodation statement. Also, the postings must include a contact name, telephone number and/or e-mail address. Postings should be free of errors.

The student election policies are cumulative to this policy in determining posting procedures for student election materials. If a procedure is unclear, this policy shall take precedence.

The Office of the Vice President for Student Affairs reserves the right to refuse authorization to any sponsoring organization or individual not following this policy.

Signs/posters may only be posted on campus activity bulletin boards, sandwich boards, lawn signs, designated banner spaces, and easels. State law prohibits postings on doors (exception is building operation hours notices). Signs/posters are prohibited on any painted, wooden or brick surface and on the bus shelters. Postings are also prohibited on vehicle windshields in all campus parking lots (Parking Services and Campus Public Safety are exempt from this restriction).

Organizations or departments that post signs/posters in unauthorized places or that do not meet this policy may be subject to charges for removal or repair costs (OAR 574-050-0005).

No lawn signs, sandwich boards, or other postings are allowed in the lawn areas along Monmouth Avenue on Mondays from 7:00am-12:00pm for lawn maintenance.

PROCEDURES

Campus Activity Bulletin Boards
All posting materials used for advertising events, activities, organizations, or meetings must be approved in the form of a stamp from the Office of the Vice President for Student Affairs located in the Werner University Center. Any posting materials not properly approved or improperly posted will be removed.

There are **32 bulletin boards** available throughout the campus designated for campus activity postings. Contact the Vice President for Student Affairs office for a current listing of Campus Activity Bulletin Boards.

Signs/posters cannot be larger than 17" x 22".

Use only push pins or thumbtacks, no staples, on the bulletin boards (each board should have extra pins).

Do not post over the top of other signs/posters – be considerate.

Non-WOU sponsored advertising or events are limited to one (1) sign/poster at the Werner University Center Community Board (first floor, adjacent to ATMs) and (1) sign/poster posted in the Library on the "Open" board. This is due to limited bulletin board space and the need to focus on campus-oriented activities.

Postings are allowed for a maximum two week time period. Re-approval for a second two week posting period may be requested for multiple-event signs; to receive re-approval, the signs/posters must be brought back to Student Affairs to be stamped again. The Office of the Vice President for Student Affairs has the authority to approve exceptions to the two week posting period.

All organizations/individuals are responsible for distributing the signs/posters and removal within **72** hours of the event.

Sandwich Boards
Posters on sandwich boards must follow the policy as outlined above, this applies to all sandwich boards—those reserved through the Werner University Center and those owned by WOU groups or departments. *All posting material must be approved in the form of a stamp from the Office of the Vice President for Student Affairs located in the Werner University Center.*

Placement of sandwich boards is limited to the grass along sidewalks. The bark dust areas around campus trees and other than flower beds are also available for sandwich board placement. **Sandwich boards <u>cannot</u> be placed on sidewalks or paved areas that create a barrier or restrict walkways**.

Posters on sandwich boards should be laminated or mounted on weather resistant backing. The maximum poster size is 17" X 22".

The maximum number of sandwich boards allowed per event is 12; a maximum of three can be placed on each side of Monmouth Avenue. The maximum posting time is 10 days.

Exceptions to the placement of sandwich boards may be granted **only** by the WOU Landscape Maintenance Supervisor. The Landscape Maintenance Supervisor will inform the Office of the Vice President for Student Affairs when an exception is granted.

Sandwich boards reserved from the Werner University Center are subject to additional regulations.

Lawn Signs

Posters on lawn stakes must follow the policy as outlined above. *All posting material must be approved in the form of a stamp from the Office of the Vice President for Student Affairs located in the Werner University Center.*

A reservation to place lawn signs is **required** and on-campus groups shall follow current WOU **Event Advisement procedures**. WOU groups and organizations should contact a Student Leadership & Activities event advisor in the Werner University Center at 503.838.8261.

Only one event per week will be granted permission to stake lawn signs; an ASWOU election is considered as one event. Posting of lawn signs will be granted on a first-come, first-serve basis from the Werner University Center/Student Leadership & Activities office.

WOU groups must provide their own lawn stakes. The maximum number of lawn signs per event is 20. During an ASWOU election, each candidate will be allowed a maximum of 15 lawn signs.

Placement of lawn signs is limited to the grass strip between sidewalk and street along Monmouth Avenue between Jackson and Church Streets; stakes must be at least 12 inches from pavement (to avoid underground pipes). The bark dust areas around campus trees and other than flower beds are also available for lawn sign placement.

The maximum posting time is seven (7) days. All organizations/groups are responsible for properly placing the stakes and removal of them at the conclusion of the event.

Posters on lawn stakes should be laminated or mounted on weather resistant backing. The maximum poster size is 17” X 22”.

Exceptions to the placement of lawn signs may be granted **only** by the WOU Landscape Maintenance Supervisor. The Landscape Maintenance Supervisor will inform the Office of the Vice President for Student Affairs when an exception is granted.

Table Tents

Placement of table tents is limited to the tables within the Werner University Center, including the Summit and the Den. Event Advisement procedures may be required, please contact the WUC Information Desk for information.

Information on the table tents must follow the policy as outlined above and is limited to promotion of events that will occur in the Werner University Center.

Approval from the Catering office is required for table tents placed in the Summit dining area; contact 503.838.8439.

The maximum number of table tents allowed within the WUC is 50 (there are 87 public tables in WUC including the Summit). The maximum size for table tents is 8-1/2" x 5-1/2".

The maximum posting time is three (3) days (Student Activities Board's table tents are exempt from this restriction). All organizations/groups are responsible for properly placing and removal of the table tents at the conclusion of the activity/event.

Contact the Office of Campus Dining for information on the procedures required to promote an event on table tents in Valsetz Dining Hall, call 503.838.8311.

Miscellaneous

Easels: Contact the Werner University Center Information Desk to reserve easels. An on-campus group/organization may reserve up to six (6) for an event. Posters/signs must comply with the posting materials policy. Easels are subject to additional regulations from the Werner University Center.

Banner Spaces: Reservation of banner spaces in the WUC may be made on-line at http://www.wou.edu/student/wuc/Reservations/reservations.php or contact the WUC Information Desk. Posters/signs must comply with the posting materials policy and are subject to additional regulations. Contact the Office of Campus Dining, 503.838.8311, for information on reservation of banner spaces in Valsetz Dining Hall.

Chalking: Chalking on public walkways throughout campus is prohibited, because the chalk that tracks into the university buildings.

LED Monitors: LED monitors are located across campus to promote campus events and serve the university's needs during a campus emergency situation. Each building or facility that has these LED monitors determines the best content for that particular facility. WOU organizations or groups interested in promoting events or activities on these monitors must submit an electronic poster (a jpg or pdf) to Danielle Gauntz, 838-8215, gauntzd@wou.edu

Disability Accommodations Statement to be included on posters/signs announcements that invite people to a program or activity:
If you have a disability that may require some accommodation in order to participate in a Western Oregon University activity, please notify the Office of Disability Services, [503-838-8250 or email ods@wou.edu] at least 72 hours in advance.

AUTHORITY

Vice President for Student Affairs

APPROVAL

Vice President for Student Affairs

Date of next review: **May 2013**

Alternate formats of this policy are available from the Office of Human Resources.