

Approved as revised by: Vice-Chancellor
Business & Finance

Date: 4/19/17

Sheryl Van Gruensven
Sheryl Van Gruensven, Vice-Chancellor

Effective: 1-1-2002

Revised: 8-21-2008 & 4-1-2017

POSTING POLICY IN ACADEMIC BUILDINGS

OP-15-02-2

1. Flyers or other printed promotional materials posted in academic buildings on the University campus are subject to the restrictions on of this policy. Posting on walls, doors or in other areas not set forth in this policy is prohibited. Violation of this policy will result in the removal of the posting and potential sanction against the offending party.
2. Posting in the Academic Buildings shall be limited to groups recognized by the University of Wisconsin-Green Bay and for the promotion of events directly sponsored by those groups. Posting by non-University groups or solicitations or advertisement of non-University events will be removed.
3. Applicable Boards
 - a. Posting Areas which fall under this policy:
 1. Instructional Services: Board to Right of Entry to IS1004
 2. Student Services: Board in hallway between Student Services and Theatre Hall
 3. Mary Ann Cofrin Hall: Board near MAC113
 4. Wood Hall: Board near WH102
 5. Rose Hall: Board in walkway to Circle Entrance (East & West)
 6. Theatre Hall: Walkway between Theatre Hall and Studio Arts
 7. Cofrin Library: Walkway between Student Services and Cofrin Library (both sides)
 8. Lab Science: Entry from Walkway between Environmental Science and Lab Science
 - b. Boards in academic areas not specifically addressed above will be subject to the rules governed by the Academic Department which has been assigned that Board. *Please see the applicable unit for further information.*
 - c. Boards outside of academic buildings (Kress Events Center, Weidner Center for the Performing Arts, University Union, Residence Life) are governed by separate policies. *Please refer to those units for further information*
4. Areas for Posting
 - a. Each bulletin board or posting area within an academic building will contain the Poster Specifications set forth in paragraph 5. Questions may be directed to Student Life..
 - b. Limitations on posting in regards to length of time, content or sponsorship is subject to other University Policy and University of Wisconsin System Policy.

5. Poster specifications:
 - a. All postings must contain, in clear and conspicuous lettering, the following information:
 1. The university sponsor of the event
 2. The date and time of the event
 3. The name of the event and its purpose
 4. Location of the event
 - b. No posting may exceed 17" x 11" with no restrictions on configuration.
 - c. If larger than 17" x 11," see Banner Policy.
 - d. Must comply with the University Alcohol Policy.
 - e. If a poster topic deals with sensitive topics, such as sexual assault, harassment, self-defense, etc., a copy must be sent to the Dean of Students Office.
6. Procedure
 - a. Student Life will monitor Applicable Boards listed in paragraph 1 to ensure policy compliance and remove postings on a regular basis to preserve order and proper rotation of materials. Student Life has sole discretion to remove items violating University Policy without notice to the sponsor.
 - b. The Dean of Students Office will be notified with complaints regarding alleged offensive nature of a posting.
7. The right to post material within the above-mentioned areas does not create an endorsement of the content of the posting or University sponsorship of the event. The posting party is solely and exclusively responsible for the material posted, and in consideration for being permitted to post the item, will indemnify and hold harmless the University, its officers, agents and employees from any liability, which stems from the posting or the event promoted within the posting.
8. Violation of the Campus Posting Policy may result in the immediate removal of the posting and revocation of posting rights at the discretion of the department or Office of Public Safety.