

Office of the University Union Policies and Procedures	Subject: Promotion/ Vendors/ Solicitation Policies	Reference: University Union Board Minutes VII.A.
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POSTING POLICY

- A. Any sign, poster, picture, or any other item of similar nature may be posted on a University Union bulletin board if in compliance with the terms of this policy. Posters to be displayed shall be *one* per event, activity, issue, or candidate/ticket per bulletin board.
- B. Any poster item must have the sponsor clearly stated and have a designated date for take-down (the date of the event would meet this requirement). Posters are not to exceed 84 inches in perimeter (i.e. 24" x 18"). (Amended December 1999) Posted items may remain up for a maximum of *four* weeks. (Amended April, 1999)
- C. Posting materials are to be taken to the Union Main Desk for posting. Posting materials may be brought to the Main Desk no earlier than four days prior to the requested posting date, and no later than one day prior to the requested posting date.
- D. Organizations that wish to retain their posters should submit a written request, along with the material to be posted, to the Main Desk requesting that their posters be returned following the completion of the event. If a request is not submitted, posters will be discarded.
- E. Posted items which deal with University or Student Organization-sponsored events, activities, or issues will be given first priority use of bulletin board space. Non-university items which do not fit into either category (university or student organization related) may be posted if the sponsoring organization is non-profit.
- F. All posted materials must be in compliance with the University Alcohol Policy (available in the University Union).
- G. Violation of the University Union Posting Policy may result in revocation of posting rights at the discretion of the University Union Policy Board.
- H. Enforcement of this policy and removal of posters is a function of the University Union acting in compliance with these guidelines.

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- I. Organizations may be granted exceptions to this policy by submitting a written petition to the University Union Policy Board or by appearing before the University Union Policy Board a minimum of one week prior to posting. Requests for extensions will be evaluated based on:
 1. whether the information presented on posting materials is pertinent to all students
 2. size of posting material
 3. available space (present and projected)
 4. lack of advertising alternatives

- J. During the extension period, the number of posters may be reduced at the discretion of the staff of the University Union due to space constraints.

Updated and approved by the University Union Policy Board 4/93

**University Union Board
Response to Posting Policy**

Just as the first Amendment of The Bill of Rights states "Congress shall make no laws...prohibiting the freedom of speech," the University Union Board shall not interfere either. The only exception to this is when postings violate federal and state laws as stated in the organization handbook. Violation of the standards set forth in the organization handbook would violate an organizations approved status, and therefore revoke their posting privileges.

Part of the purpose of higher education is the opportunity to be exposed to an array of views and beliefs. Each person must choose which views they support, and respect those of others, even if they choose not to support these views. However, the University Union Board would like to remind organizations to use good judgment when choosing what they want to post since they are representing the University to all who pass through the Union.