

Posting, Billboards, and Banners

Policy No.: 750-02

Effective: 11/15/04

POLICY:

All recognized university employee groups and student organizations and clubs are authorized the privilege of posting handbills, circulars, posters, flyers, and the like, providing the content there of relates to authorized activity of the group, club or organization and is subject to reasonable time, place and manner directives.

Posting handbills, circulars, posters, flyers, and the like offering commercial or business services or goods, wares, products, and merchandise is prohibited.

Members of the campus community may receive approval to post on Associated Students bulletin boards advertisements for sale of personally owned property providing that all regulations issued by Associated Students are followed.

PUPOSE:

To establish guidelines through which campus organizations can access posting areas in an organized and fair manner to promote their activities and events.

PROCEDURES:

I. Authorization to Post on Associated Student Bulletin Boards:

Application for Permit: A Posting/Distribution of Literature Form must be completed and approved by of the Matador Involvement Center located at the east end of the University Student Union prior to the posting of any materials.

II. Authorization to Post on College, Department, and Office Bulletin Boards:

All such boards should contain a notice identifying the office of the person who is responsible for its upkeep and authorized to permit posting. Contact that individual to request permission for posting. The rules governing such boards shall be determined by all current applicable codes, regulation, and campus policy, and by the authority of the appropriate college dean, department chairperson, or area director in coordination with the University Facilities Planning Department.

III. Authorization for Use and Placement of Billboards:

Application for Permit: A Posting/Distribution of Literature Form must be completed and approved by the Matador Involvement Center located at the east end of the University Student Union prior to posting. Contact the Matador Involvement Center prior to the construction of a billboard; billboards are restricted by size and materials.

IV. Authorization to Hang Banners:

Application for Permit: A Posting/Distribution of Literature Form must be completed and approved by _____ of the Matador Involvement Center located at the east end of the University Student Union. Contact _____ the Matador Involvement Center prior to the preparation of the banner; banners are restricted by size and materials.

V. Violations:

Any violations of the regulations governing the distribution and/or posting of written or printed matter shall be cause for the immediate rescission of the privilege to do so and, additionally, may result in the privilege being suspended for a period of time, the applications of charges for damage, repairs, and/or clean-up, or may result in criminal or civil prosecution commensurate with the seriousness of the violation involved.

RESPONSIBILITIES:

The regulations or rules governing use of Associated Students' bulletin boards and the campus kiosks shall be displayed thereon.

The President's designee for purposes of implementing this policy is the Vice President for Student Affairs.

REFERENCES:

[California Code of Regulation, Title 5, Division 5, Chapter 1](#), Subchapter 5, Article 9

FURTHER INFORMATION:

Matador Involvement Center, University Student Union, 818-677-5111.

APPROVED BY THE PRESIDENT