

CLAYTON STATE UNIVERSITY UNIVERSITY POSTING AND ANNOUNCEMENT POLICY

The following posting regulations are intended to protect campus facilities and improve University aesthetics. Postings not in accordance with the regulations will be removed and discarded. Failure to adhere to the regulations may result in a conduct code violation for students and student organizations. Academic and administrative unit violations will be reported to the appropriate administrator. Non-University violators will be reported to the Department of Public Safety and may be banned from accessing campus facilities and grounds. Campus Information and Visitor Services will enforce the posting policy in Edgewater Hall, the James M. Baker University Center and the outdoor kiosks. Campus Life will enforce the posting policy in the Student Activities Center. For other academic and administrative facilities, please notify the appropriate administrative unit of any infraction. Any administrative member of the campus community may remove posters, signs or flyers placed in unauthorized locations. Non-University postings may also be removed.

Posting privileges for approved activities, events, programs, meetings, and announcements on campus are limited to recognized student organizations, athletics, academic and administrative units. Non-University persons, businesses, vendors or non-profit organizations are strictly prohibited from posting advertisements, event announcements or services on campus.

Posters, signs, and flyers:

1. Posters, signs or flyers sponsored by **student organizations, athletics, academic and administrative units** must be posted on campus bulletin boards designated for general use. Posting on doors, windows, walls, benches, light poles, vehicles, etc. is prohibited. Exception: Room changes may be posted adjacent to the classroom door. Bulletin boards designated for department information may not be used for non-departmental postings.
2. An accessibility statement notifying individuals with disabilities on how to request accommodations or obtain alternate formats must be included on all posters, signs, or flyers. The accessibility statement **must** be legible. Postings without the accessibility statement will be removed. The required accessibility statement is:

Individuals requiring disability-related accommodations for participation in any Clayton State University sponsored event or program may contact the Disability Resource Center at (678) 466-5445 or DisabilityResourceCenter@clayton.edu.

3. Student Organizations are required to have all posters, signs and flyers approved and stamped by the Department of Campus Life before posting. The Department of Campus Life requires a minimum of one (1) business day to process, approve and stamp all submitted posters, signs and flyers.

4. Responsibility for the placement of posters, signs, flyers, and banners is as follows:
 - a. Campus Information and Visitor Services is responsible for the James A. Baker University Center, Edgewater Hall, and the outdoor campus kiosks.
 - b. Campus Life is responsible for the Student Activity Center.
 - c. Student organizations, academic and administrative units wanting to put up posters, signs, and flyers in other buildings on campus may do so providing all posting policies are followed.
5. Posters, signs or flyers may not overlap or conceal any portion of other posted posters, signs or flyers.
6. Posters, signs, flyers, or banners may not be posted for more than two (2) consecutive weeks.
7. No person is to deface any posters, signs, flyers or banners. Anyone caught defacing a posted item will be reported to the Department of Public Safety.
8. Posters, signs or flyers designed with obscene language will be removed.
9. There may be no more than one (1) of the same poster, sign or flyer on any one (1) bulletin board.
10. The name of the sponsoring unit must be clearly indicated on all posters, signs, flyers or banners as well as the date, location and time of the activity, event or program.
11. Sponsoring units that place posters, signs, or banners in campus buildings other than the University Center, Edgewater Hall, and the Student Activity Center are responsible for removing them within one (1) business day following an activity, event or program.
12. The placing of any flyers, signs, handbills, or other publicity items or materials on vehicles is strictly prohibited.

University Center, Edgewater Hall, and outdoor kiosks

1. Posters, signs, flyers, and banners are to be taken to the University Center information desk where a posting request form is to be completed. The form will provide the posting staff with the necessary information to post in the requestor's preferred location(s) on a space available basis.
2. Postings take a minimum of 1-2 business days to be posted.
3. Due to limited space, banners in the UC along with posters and flyers in the kiosks, the UC, and Edgewater Hall will be posted two weeks prior to the event and will be taken down 1-2 business days after the event. Posters and flyers will not be returned.
4. Banners are returnable, but must be picked up within 3 business days after the event.
5. Postings and banners not placed by CIVS will be removed and discarded.
6. All posters and flyers must include the university accessibility statement as provided in #2 under Posters, Signs and Flyers.

Banners

1. All banners to be hung in the University Center and Edgewater Hall must be approved and hung by Campus Information & Visitor Services. Once approved, CIVS will coordinate placement and removal of banners in these buildings.
2. Requests to hang banners outside must be made through Facilities Management through the online request form on the Facilities web page.
3. Banners to be hung in the Student Activity Center must be approved and hung by the Department of Campus Life.

Campus Event Yard Signs

1. Student organizations, athletics, academic and administrative units are responsible for putting up and taking down their event signs and must adhere to the following guidelines
2. Event/yard signs may not be posted for more than two (2) consecutive weeks. Some exceptions may be allowed; approval will need to be obtained from the director of Campus Information and Visitor Services.
3. Student organizations must have their signs approved by Campus Life in addition to the university authorization sticker.

4. All yard signs are required to have an authorization sticker which will be provided by Media & Printing Services for new signs. Previously made yard signs must have a new sticker each time it is used. Stickers for previously made yard signs are available from the director of Campus Information & Visitor Services
5. Stickers are to be placed on the bottom corner of the sign with the following information legibly written: sponsoring unit, contact name and sign expiration date.
6. Sponsoring units are responsible for removing all their signs within two (2) business days following the expiration date on the authorization sticker on the sign.
7. Campus Information & Visitor Services will monitor event/yard signs on a regular basis and expired signs will be removed. Signs without an expiration sticker will be removed immediately. Removed signs will be recycled by Media & Printing Services.
8. External entities using campus facilities may post directional signs to their event. They must obtain stickers from CIVS, OR they may hand write or create their own sticker with the following information: "External Event"; name of event, name of CSU contact (not department); and date. Stickers are to be placed on the bottom right hand corner, front or back, of their sign. Signs may only be posted the day of the event. Signs posted days before the event or left the day after the event will be subject to removal. Signs removed will be immediately discarded.

Other

1. The use of chalk on pavement is permitted only along the main sidewalk of the campus courtyard (spanning the rear of the University Center – Quad) and the sidewalk in between Magnolia Hall and Edgewater Hall.
2. Job opportunity information should be directed to the Office of Career Services. Table tents may be placed on tables in the James M. Baker University Center Commons (food court) with permission from the Campus Dining General Manager.
3. Table tents placed throughout the James M. Baker University Center will be removed at the conclusion of the day. Table Tents are permitted inside the Laker Lounge and Center for Student Involvement and Service of the Student Activities Center. Table tents are not permitted inside of the fitness area. Table tent displays should be monitored regularly to ensure neatness and order; tables tents should be removed immediately following the advertised activity, event or program. Flyers placed on tables will be discarded. Table tents will be discarded after two (2) weeks.
4. Email Announcements: Departmental announcements for general distribution to campus employees and/or students should be sent to the Office of University Relations for inclusion in the Laker Lines email bulletin.

5. Recognized student organizations may send campus announcements through the Department of Campus Life in accordance with the email announcement guidelines https://claytonstate.qualtrics.com/SE/?SID=SV_d3WtdnUjwdTIhYU. Only announcements for approved campus activities, events, and programs will be sent campus-wide.

Revised: August 29, 2018