

## **POLICY FOR PUBLIC POSTING**

SOURCE: Offices of the Vice-Chancellor for Administrative Affairs and Vice-Chancellor for Student Affairs

Revised: December 2018

These general guidelines exist to clarify the parameters to which individuals and groups are subject when they post or display printed material in or on any of the University buildings and grounds. For the purposes of this policy statement, printed materials shall refer to posters, flyers, pictures, signs, brochures, chalking, and other such material of this nature. Building supervisors may determine other guidelines that would better address the needs of their buildings. Individual building guidelines must comply with the general guidelines. The authority for this policy is derived from the Wisconsin Administrative Code, University of Wisconsin System, Chapter UWS 18.06 (17).

Interior and exterior walls of University buildings, light poles, outdoor furniture, or other vertical surfaces, trees, and other vegetation are not to be utilized for the posting of materials.

All materials designed to promote the excessive consumption of alcoholic beverages, or any printed materials that promote illegal activity will not be permitted. The determination of what is appropriate shall be made by the appropriate Building Supervisor and/or the Vice Chancellor for Administrative Affairs, in accordance with the University, UW System or other laws/policies.

The sponsoring organization's name shall appear on all printed materials. The sponsors of signs on campus are limited to recognized student organizations and University departments. The University Center will sponsor members of the Whitewater Chamber of Commerce, who may advertise on campus as long as they are in compliance with this policy. Chamber members should bring materials for posting to the UC administrative offices in room #250 for approval. UC Administration will place an approval stamp on the materials. All materials must be stamped before they are put at any location, otherwise they will be discarded.

The University staff may remove signs by non-campus sponsors. Non-campus sponsors who are not members of the Whitewater Chamber of Commerce, will have their promotional materials removed by University staff.

### INTERIOR POSTING

#### Bulletin Boards

It is the responsibility of each Building Supervisor, or designee, to allocate and administer bulletin board space within the respective building.

Each Building Supervisor shall allot bulletin board space for general student organization use and for campus community use. The respective Building Supervisor, in consultation with the units affected, shall determine bulletin board space for colleges, departments, administrative

offices, and other uses. Working together with the Building Supervisors in classroom buildings, each academic department will identify bulletin boards to be used for departmental and student organization notices. All remaining bulletin boards and those not identified for departmental use shall be open for public posting within policy stipulations. Each building shall have one bulletin board identified for use by members of the Whitewater Chamber of Commerce.

Bulletin boards in the academic department/college administrative areas are for department/college use unless otherwise identified by the department/college and the Building supervisor. All bulletin boards shall be adequately identified as to their authorized use. University staff and Facilities Planning and Management staff shall remove daily (except in the University Center, Esker, Drumlin, Moraine, and the Residence Hall) printed materials that are improperly posted, outdated, promote the excessive consumption of alcoholic beverages or illegal activity.

FP&M staff shall clear all general bulletin boards from academic buildings once per semester, unless determined otherwise by the Building Supervisor. All materials shall be discarded. FP&M staff shall remove these above mentioned materials from all outdoor bulletin boards or kiosks. See also University Center and Residence Life policies.

#### Classroom Chalkboards/Write-On Board

Classroom chalkboards/write-on boards are instructional tools to be utilized by faculty/staff. During class time, use of the classroom chalkboards is at the discretion of the instructor. The Building Supervisor may decide whether or not to have the custodian clean the material off the boards each night.

#### Table Tents

Table Tents or other materials that may be appropriate to distribute on table tops, are permissible in certain facilities. Student organizations, individuals, and groups wishing to distribute table tents should contact the UC's Marketing Coordinator. In the UC and dining areas, only university departments and recognized student organizations are allowed to sign up and reserve table tent space. Whitewater Chamber of Commerce members may submit for approval table tents for the University Center main floor concourse. Because a limited number of tents are allowed at any one time, dates are assigned on a first-come, first-serve basis.

#### EXTERIOR POSTING

It is the responsibility of Facilities Planning and Management staff to monitor any signage not attached to a building.

#### Stake-in-the-ground signs

Stake-in-the-ground signs are not permitted, with an exception for directional signs for officially approved University functions.

### Table-top signs

Table-top signs that can easily be blown around by the wind are not permitted on outdoor tables.

### Side-walk Chalking

The use of chalk to create signs is permitted only on sidewalks. Markers or spray chalk that are permanent are not permitted. Chalking may not be done under entrance canopies or under overpasses where the rain cannot wash away the chalk. Chalking is also not allowed on any vertical surfaces such as buildings, retaining walls or steps. Members of the Whitewater Chamber of Commerce are allowed to chalk on campus.

### Outdoor Signboards

Outdoor signboards (1/2" x 4'x4') can only be displayed in designated kiosk locations across campus. A reservation for use of a signboard kiosk is made at the Reservations Office in the University Center. Sponsors are responsible for the removal of signboards by 5:00 pm of Sunday ending the reservation. Failure to do so will result in the signboard being discarded.

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Review Committee: Aimee McCann, Bob Barry, Ron Buchholz, Vicki Fiedler