



## Central Washington University Campus & Student Union Posting Policy

Student Union policy augments the existing Washington Administrative Code and CWU policy regarding the use of university facilities and grounds designated as “posting space.” This policy has been developed to ensure uniform access, and to make sure that space is utilized in the best interest of students.

The Assistant Director of Student Union Operations, as the designated representative of the Dean of Student Success, has the authority to enforce the Advertisement Posting Policy of Central Washington University (WAC 106-140-021), and oversee the advertisement approval process.

All posting must be reviewed by Student Union Operations personnel before hanging. Postings will be marked with a dated approval stamp authorized for a maximum two-week period in the Student Union, and a maximum of one month in Academic Buildings. The dated approval stamp will mark the last day the posting will be able to remain posted. Postings should be taken down post-event or after the approved date, whichever date comes first.

### GENERAL POSTING REGULATIONS ON CAMPUS:

- a. Posting inside buildings must be confined to bulletin boards or similar areas provided for advertising purposes. Only one copy of a flyer is permitted per bulletin board. Up to two postings per department per board at any given time unless approved by Student Union Operations personnel. Posting must not cover other advertisements and should not hang over the edge of the bulletin board. Attaching signs or other displays to walls, windows, doors, stairs, railing, balconies, or other interior or exterior structures causes damage, and is therefore prohibited. Tacks, not staples, must be used on approved bulletin boards. Outdoor postings are to be confined to the display boards provided for this purpose. Sandwich boards and other displays may be allowed outside University facilities, with stamped approval. Posting on brick is prohibited. Sidewalk chalk is prohibited without expressed permission from Scheduling Services.
- b. Only officially recognized University student organizations, departments, approved guests, and contracted organizations are allowed use of campus bulletin boards and other posting areas (WAC 106-140-021: “Advertising by other groups is not permitted at any time on university property and will be removed upon discovery.”) Additionally, signs must clearly state in writing the sponsoring organization of each event.
- c. Maximum allowable size of any flyer or poster is 12 x 18 inches; any sign in excess of this size may be removed at any time. All postings will be removed within 24 hours after the event. Violation of this policy could result in loss of posting privileges for a period of time.
- d. Commercial advertising is prohibited on university property. Exceptions to this policy may be approved through university Business Services & Contracts and the procedures outlined in the “University Commercial Activities Policy”.

- e. ASCWU Clubs must be recognized, and in “**Good Standing**” according to the ASCWU Clubs and Organizations VP, before seeking posting approval.

## STUDENT UNION PROCEDURES:

### 1. Board Posting Policy

The Student Union has posting boards that are available for advertising by on-campus groups. All postings within the Student Union must be approved and stamped at the Information Center. Stamped postings for events, club meetings, and academic announcements will be kept by the Information Center staff. **Only Student Union staff may hang posters in the SURC.** This is to ensure that postings are not being covered up and to keep the posting areas looking presentable. Postings are permitted to hang no more than 24 hours after an event, and will be removed on the stamped date.

NOTE: Residence Life (located in Barto Hall) oversees the posting process in Residence Halls.

### 2. Enclosed Boards

The Student Union has five enclosed posting boards that are available for advertising programs of on-campus groups on a quarterly basis. Groups that wish to utilize an enclosed posting board for the quarter must complete the Enclosed Board Request Form. Enclosed Board Requests can be picked up at the Student Union Operations office or online at <http://www.cwu.edu/student-union/forms>.

Groups may request boards for the current quarter and one quarter out. Each quarter requires a separate request form. Each request must outline how the board will be maintained throughout the quarter. Request forms must be submitted **at least 15 days** before the end of the quarter for consideration during the following quarter. **Only one board will be assigned to each group.**

NOTE: Before submitting a request, visit Scheduling Services (SURC146) to place a hold on an available board.

### 3. Community Events Board

One board inside the Student Union has been designated for non-university or community event postings. All posters must have an **event date, time, place, and must clearly state the sponsoring business or organization** (i.e. Sponsored by Coffee Bean Café). Postings are confined to this bulletin board only and will be removed from any other board if posted. Only one posting is permitted on the board.

Advertisements may not involve alcohol, drugs, or product(s) which may incur debt, and must comply with all other CWU and State Laws.

### 4. Fixed Signage (Overhead Blade Signage)

There are seven, double-sided fixed signage boards that are available for advertising of major public events. The Publicity Center (SURC 272) maintains design and scheduling of all materials posted in these spaces. Groups should expect scheduling at least one month in advance for production of signage.

### 5. Freestanding Displays / Pull-up Banners / Flipchart Stands (Indoor Promotions):

Freestanding items for the purpose of event promotion are limited to **one display per event for a maximum of 14 days**. All materials must be approved by the Student Union Information Center, and attach a stamped approval notification. **CWU departments will be approved a maximum of two displays at any given time**. Timing is restricted to **one week prior and the week of the promoted event date(s)**. **Student Union staff will choose an appropriate location for promotional materials, and reserves the right to relocate or remove items as needed.**

6. Indoor Banners:

Banners are not to be hung on any railing or wall in the Student Union without approval from the Student Union Advisory Board. Approval may be granted upon submission of an Exception Request. Banner design must be a minimum of 60" x 42" but may not exceed 120" X 42." An example should be submitted with the Exception Request for consideration. Upon approval, banners are to be hung ONLY by Student Union staff.

7. Sandwich Boards (Outdoor Promotions):

Sandwich Boards may be reserved from the Publicity Center (SURC 272). There will be a maximum of two (2) sandwich boards per event or advertisement posted at any one time.

8. Solicitation / Hand Bill Distribution:

At no time will roaming solicitation be permitted by CWU or non-CWU entities within the Student Union. Groups are encouraged to contact the Scheduling Center to reserve a table or patio space for distribution of materials.

CWU groups and other public entities are permitted to distribute hand bills and other materials, but are limited to the pedestrian malls around campus. This does not include patios, courtyards, lawns, or building lobbies. Activity may not block the flow of traffic at any time. Any violation of the above policy could result in the stoppage of distribution or the notification of such actions to the Campus Police.

9. Exception Process:

An Exception Request provides organizations with an opportunity to request special consideration relating to oversized postings, posting outside of approved areas, banner approvals, special promotions, and other activity outside regular Student Union procedure. An organization must submit an Exception Request to the office of ASCWU Director for Student Life & Facilities, at least 15 days prior to proposed activities for consideration. Forms are available in the Scheduling Services office (SURC 146), the ASCWU Office (SURC 236), and online (<http://www.cwu.edu/student-union/forms>).

NOTICE: There is not an exception process for any posting policy outside of the Student Union.

**Violation for any of the above policies will be addressed on a case by case basis. Promotional materials will be immediately removed, and further review could result in the loss of posting or tabling privileges.**