



## Central Washington University

### *Campus & Student Union Advertisement Posting Policy*

The Posting 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 the limited space available is utilized in the best interest of Central Washington University.

The Associate Director, Student Union Operations, as the designated representative of the Dean of Student Success, has the responsibility for enforcing the Advertisement Posting Policy of Central Washington University (WAC 106-140-021). The Student Union Operations office is located in the Student Union (S.U.) room 146 and is open Monday through Friday from 8:00 a.m. until 5:00 p.m., (509) 963-1321, [schedule@cwu.edu](mailto:schedule@cwu.edu).

In order to ensure policy adherence, all posting must be reviewed by Student Union Operations personnel. Postings will be marked with a dated approval stamp authorized for a two-week period in the Student Union and after the last event date advertised on the posting in Academic Buildings. In addition, advertisements for yearlong events or events occurring over an extended period of time will be authorized for posting two weeks prior to the first event and one week past the last event in Academic Buildings only. The dated approval stamp will mark the last day the posting will be able to remain posted. Postings will be taken down after this date.

#### REGULATIONS RELATING TO THE CWU ADVERTISEMENT POSTING POLICY:

1. Postings on building interiors must be confined to bulletin boards or similar areas provided for these purposes. Only one posting is permitted per bulletin board. 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. Sidewalk chalk is prohibited by university policy unless otherwise approved through the Student Union Operations. 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 prior approval through the Student Union Operations. Posting on brick is prohibited.
2. 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, and only one advertisement per event is allowed on each bulletin board.
3. 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 36 hours after the event. Violation of this policy could result in loss of posting privileges for a period of time.

4. 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”.
5. In order for CWU Clubs to post advertisements, they must be in “**Good Standing**”, according to the ASCWU-BOD. If a club is listed in bad standing according to our list, before you can post your advertisements we must hear from the Student Government that you are, in fact, in good standing.

#### STUDENT UNION ADVERTISING & TABLE INFORMATION:

##### 1. Inside Banner Policy:

Banners are not to be hung on any railing or wall in the S.U. without the express written permission from the Union Board. Approval can only come from a person filling out a S.U. Exception Request. The only exception is at the beginning of each quarter, where the ASCWU and Student Centers will be permitted to hang their banner on the railing wire of one of the three nooks on the second floor (See below for details). All banner designs must be submitted with the S.U. Exception Request to be considered and are not to exceed 120”X42.” Exceptions to the banner posting policy are as follows:

- Fall Quarter: Can be hung for first 2 weeks of classes
- Winter Quarter: Can be hung for first week of classes
- Spring Quarter: Can be hung for first week of classes
- Summer Quarter: Can be hung for the entire month of July

All banners are to be hung using **shower curtain rings ONLY**. No tape, wire or string will be permitted for hanging banners anywhere in the building.

##### 2. Outdoor Banner Policy:

There are 2 locations for outdoor banner use located on the brick wall near the East entrance, elevated over the Wildcat Shop. These two banner placements are constructed to accommodate banners that range in size from a minimum of 6’x3’ to a maximum of 12’x3.’ All banners must be professionally made and be created out of a vinyl material. Grommets must be on all four corners of the banner for proper hanging. If banners are not brand new, their condition must be approved by the building supervisor. All banners must be in compliance with the CWU & Student Union Advertising Posting Policies and will be permitted to hang for no more than 14 days at a time. Contact Student Union Operations to reserve outdoor banner space. Those that wish to pursue the creation of a banner are encouraged to contact the Publicity Center for assistance. A Banner Checklist is also available through Student Union Operations.

##### 3. Sandwich Board/Flip Chart (Outdoor Promotions) Use:

Sandwich Boards will be on a first come, first serve basis and will be distributed from the Publicity Center (S.U. Room 272). There will be a maximum of two (2) sandwich boards per club or organization posted at any one time. If there is a need for more than two (2) sandwich boards per group, the group must obtain approval by the Publicity Center. Flip charts are also available through Student Union Operations for a fee per use. This product is non-reusable, which is why a charge is implemented. All information on Easels, Flip Charts or Sandwich Boards must be stamped and approved through the Student Union Operations.

##### 4. Exception Request

The Student Union Exception Policy allows an organization to request special consideration relating to oversized postings, posting outside of approved areas, banner hanging, and special promotions. An organization is required to submit a S.U. Exception Request (available in the Student Union Operations (S.U. 146) and the ASCWU BOD Office (S.U. 236) to the Student Union Board or to the ASCWU Vice

President for Student Life & Facilities, at least two weeks prior to posting for approval. Please plan accordingly as late requests will not be honored.

#### 5. Board Posting Policy

The Student Union has posting boards that are available for advertising of programs by on-campus groups. All postings within the Student Union must be approved and stamped by the Information Center. Stamped postings for events, club meeting and academic announcements will be kept by the Information Center staff, with posters being placed on the posting boards in the Student Union and two being kept for filing purposes. The Information Center staff will hang posters for you in the Student Union ONLY. You are responsible for posting in Academic buildings. This is to ensure that postings are not being covered up and to keep the posting areas looking neat. Postings are permitted to hang for a two week period or the day after the event has taken place, whichever comes first. If you would like to hang posters in the Residence Halls please contact the Residence Life office located in Barto Hall. If you would like a list of approved posting boards please contact the Information Center staff during business hours (Monday-Friday 7am-8pm, Saturday 10am-8pm, Sunday 12-8pm)

#### 6. Enclosed Board Posting Policy

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 an "Enclosed Board Request" at least two weeks before the end of the quarter for consideration during the following quarter. Enclosed Board Requests can be picked up at the Student Union Operations. Groups that attain an enclosed board for the quarter will have to present their content to the Student Union Advisory Board for approval.

Additionally, groups will have to prove how the board will be maintained and how it will remain a creative area throughout the quarter of use. All postings and displays within the Student Union must be approved and stamped by the Student Union Operations, and must be in line with the CWU Advertisement Posting Policy. Groups will have to re-submit board use requests each quarter for consideration.

#### 7. Fixed Signage (Blade Signage)

The Student Union has seven, double-sided fixed posting boards that are available for advertising of major public events. All CWU affiliated departments and/or organizations are eligible to reserve these. Reservations must be made with Student Union Operations. Representatives must also meet with the Publicity Center (S.U. 272) to give adequate event information for production of the sign. Groups should expect at least one month for production of the signage. Fixed signage space can be reserved for up to a two week period and must be done so through the Student Union Operations.

#### 8. Table Occupancy

The Student Union has indoor table areas available for groups to reserve. Tables will be 6' x 24." Organizations not associated with a CWU club, organization or department will be charged a rental fee (see Student Union Operations for fee details). These table areas are equipped with power (Internet is available for any CWU department, club, or organization). Additionally, there are outdoor tables available at the East and West patios. Contact Student Union Operations to schedule patios. Tables can be reserved during normal operating hours by going to the Student Union Operations office. All tables must be staffed during the times they are reserved and representatives must stay within a 1 foot radius of the table. Any unattended tables will be shut down immediately, and the contents will be stored at the S.U. Information Center for 24 hours prior to being discarded.

#### 9. 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 Student Union Operations & Scheduling Services to reserve a table for distribution of materials. CWU and non-CWU entities are permitted to distribute hand bills and other materials on the pedestrian malls around campus, but may not at any time block the flow of traffic on the malls. Any violation of the above policy could result in the stoppage of distribution or the notification of such actions to the Campus Police.

#### 10. Community Events Board

This bulletin board has been designated for Off-Campus or Community Postings ONLY. 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. No posting may advertise alcohol, drugs, or a product(s) which may incur debt, and it must comply with all other CWU and State Laws. 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 stamped for a maximum of two weeks. Postings are permitted for a two week period, or the day after the event has taken place, whichever comes first. All posting within the Student Union must be approved and stamped by the Information Center Staff prior to posting. One poster will be kept for our records, and the other will be hung by the Information Center Staff on the Community Events Board. This is to ensure that postings are not being covered up and to keep the posting area looking nice. If you have any questions regarding this policy, please contact the Student Union Operations Staff located in SURC 146, or at (509)963-1321.

**Violations of the above policies will be addressed on a case by case basis and can result in the loss of tabling privileges for up to one calendar year.**

Appendices:

- A. General Student Union Facility Map
- B. General Student Union & Recreation Center Information Packet
- C. Table Reservation Information
- D. General Nondiscrimination Policy