

## Student Affairs Posting and Distribution Policy

The purpose of this posting policy is to facilitate effective communication to the UCR community while avoiding visual blight and maintaining an aesthetic environment that avoids fire and safety hazards as well as excessive maintenance cost associated with excessive posting. Excessive posting is inconsistent with the campus sustainability goals.

### A. DEFINITIONS: NON-COMMERCIAL AND COMMERCIAL LITERATURE

#### 1) **Materials That May Be Posted: Non-commercial literature**

Non commercial literature is defined as any print material referring to an event, activity, or services that is not conducted for private business or personal gain; such as announcements of campus activities, special events and fund-raising activities sponsored by campus organizations, departments, recognized campus units, and affiliated organizations.

#### 2) **Restricted and Prohibited Materials: Commercial literature**

Commercial advertisements, posters and literature, political campaign literature, flyers and posters not sponsored by registered campus organizations, and publicity for services that are not conducive to the educational purposes of the University (e.g., term paper services) may not be posted. Advertisements, posters, and literature related to events/services/goods of off-campus persons or organizations are prohibited.

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### B. POSTING REGULATIONS

#### 1. **Posters, Flyers and Banners**

- a. University students, registered campus organizations and University units may post and exhibit non-commercial literature and printed materials only in approved locations and may distribute such literature and materials only in areas open to the public generally.
- b. All student and student organization posters and flyers must be reviewed for compliance with the *Student Affairs Posting and Distribution Policy* and approved and stamped "MEETS UC RIVERSIDE POSTING POLICY" by the office of Student Life. Postings are typically approved for 14 days. Only events that have been properly scheduled and approved will be stamped for posting.
- c. All materials shall clearly indicate the name of the sponsoring registered campus organization(s) or department (abbreviations of organizational names to be used in publicity must be specified at the time of organizational registration), the nature of the event, the date and time, the location, cost (if any), and UCR contact information (UCR email, telephone number or website).

All literature and print materials, both those written in English and those written in another language, must clearly show the name of the sponsoring person or organization in English.

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- d. Organizations have access to pre-cut banner paper and paints to create handmade 3' x 4' banners to promote organization meetings and events. Student groups and departments are limited to 2 banners spaces per week.
- e. In light of space limitations on campus bulletin boards flyers to be posted on University Bulletin Boards are generally restricted to 8.5" x 11". Each individual or group is limited to one posting per location.
- f. Only blue painters' tape or other non-destructive and removable hanging material may be used to post flyers on approved posting areas. Paste, glue, nails, or duct tape are not permitted. Staples and tacks may be used on bulletin boards.
- g. All posters must be hung within arms' reach. NO CLIMBING and NO LADDERS are permitted to facilitate posting.
- h. All material referring to a specific event or deadline is to be removed within 48 hours after the event/deadline by the sponsoring organization.

### 2. Signboards/Sandwich Boards

Sandwich boards are owned and managed by Student Affairs departments and limited to departmental use. Sandwich board locations are subject to review and approval of Parking and Transportation and the Fire Marshall.

### 3. Staked Signs

Wire staked signs are owned and managed by Student Affairs departments and limited to departmental use.

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## C. APPROVED LOCATIONS:

### 1. University Bulletin Boards.

All bulletin boards designated as "general purpose" are for use by campus organizations, students, faculty and staff. Locations of "general purpose" bulletin boards follow:

West end of Geology - North Wing.  
Lot #20 - Mall near tennis courts.  
Humanities - Kiosk in North Patio.

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West arcade of Rivera Library.  
Watkins Hall  
South of Bell Tower.  
West entrance of Life Science Building.  
Entrance of Life Science 1500.  
North entrance of Pierce Hall.  
South entrance of Physical Education.  
South of Sproul Hall.  
Entrance of Physics 2000.  
Entrance of Bio-Agricultural Library.  
Entrance of Life Science 1500, immediately to the left of the door.  
Outside entrances to sections of Sproul Hall.  
West Side of patio between Physics 2000 and Geology.  
Patio north of Life Sciences Biology East.  
Webber Hall - Southwest corner.

2. **Departmental Bulletin Boards.** Departmental offices control the use of bulletin boards located within departmental areas. Permission must be obtained from the department before any non-departmental sponsored material is posted.
3. **Highlander Union Building.** Distribution and posting of literature in the Highlander Union Building shall be in accordance with HUB policies. These policies are available online at [http://hub.ucr.edu/SiteCollectionDocuments/hub\\_posting\\_final\\_approved.pdf](http://hub.ucr.edu/SiteCollectionDocuments/hub_posting_final_approved.pdf).
4. **Residence Halls.** Distribution and posting of literature in the Residence Halls shall be in accordance with Residence Hall policies. These policies address posters, flyers, mailbox stuffers, residential restaurants, posting authorization and tabling and can be found in Section 5: Activities Policies, of the Residence Hall Handbook available online at <http://housing.ucr.edu/residential-life/handbooks-policies.aspx>

### D. Banners and Chalking

1. **Paper Banners**  
Reservations to post banners at the following locations may be made through Student life. Reservations are taken every Friday in person at HUB 229. With confirmed reservations, banners may be hung in the following location:

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- Sides of the Bell Tower. (Belltower banners are to be hung no higher than 10' from the ground.)
- Concrete Wall outside Stacks (HUB)
- Entrance to Life Sciences

### 2. **Chalking**

Chalking on campus is limited to selected sidewalk areas in the Highlander Union Building upper mall. Prior written approval from the AVC/Dean of Students and the HUB Director is required. Cleaning fees are required for chalking.

### 3. **Classroom Chalkboards or Whiteboards:**

Announcements may be made on classroom chalkboards or whiteboard with prior approval of the instructor and must be removed at the end of class. Chalking may only be made on safely reachable parts of the classroom chalkboard. Student organizations using chalkboards in classrooms during non-class meetings must erase the chalkboards at the end of their meeting.

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## **E. PROHIBITED POSTING SERVICES AND DISTRIBUTION AREAS**

- Ground, paths, walkways and construction fences
- Glass, wood, painted or finished surfaces, which includes exterior walls of all buildings and structures
- Trash cans, benches, trees, shrubbery and landscaping
- Inside classrooms, lecture halls, laboratories and walls inside buildings
- Interior stairwells and stair railings
- Fixed poles, traffic control devices, guideposts, signposts, campus directional signs, historical markers
- On automobiles (e.g. under windshield wipers) in campus parking lots.

During annual spring elections, an exception will be extended to candidates and referenda to allow posting on any brick or concrete surface. Within the parameters of these policies ASUCR or GSA may articulate additional regulations governing election posting in its by-laws.

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### F. POLICY VIOLATIONS

#### 1. Reporting Violations

Any member of the campus community may register a written complaint or concern with Student Life or Student Conduct regarding alleged violations of this policy.

#### 2. Investigating Charges and Recommending Sanctions

On and off campus groups will be held responsible for actual damages of improper posting which includes the cost of personnel to remove posted materials and structural and/or other damages.

Any campus organization found in violation of the posting guidelines will be sanctioned as appropriate through Student Life or Student Conduct. Sanctions imposed will take into consideration the context and seriousness of the violation. Detailed information about potential sanctions is available at the Student Conduct & Academic Integrity Programs website at <http://conduct.ucr.edu/LEARNPOLICIES/Pages/Sanctions.aspx>