

# University of St. Thomas Policies

## **SIGN POSTING**

**Policy Number: G.04.04**

### **SCOPE**

All staff, faculty, students and student groups.

### **DEFINITION**

The term "posting" here refers to all written and pictorial messages, (e.g. flyers, banners, signs, etc.) which are used for the purpose of advertising campus events, activities, and information.

### **PURPOSE**

The purpose of these guidelines is to make it known to all parties what can and cannot be posted on the University of St. Thomas campus. The policy covers all signs, posters, flyers and banners of any type designed to advertise a special event or election or disseminate information. It is intended to make advertising by signs, posters, flyers and banners more effective and reduce clutter that detracts from the beauty of the campus.

### **POLICY/PROCEDURE**

#### **A. Guidelines**

1. Procedure for submitting materials for posting on campus:  
Any member of the UST community may advertise an event by using the University bulletin boards (locations follow). All members who wish to use these boards must comply with the following regulations:
  - a. Approval may be obtained during regularly scheduled office hours in the Office of Student Activities (first floor, Crooker Center). Postings around campus are checked daily and removed if not properly approved and stamped. Improper posting could result in the temporary loss of posting privileges on campus.
  - b. Limit size of material to 8 1/2 x 11". Smaller sizes are preferable.
  - c. Postings cannot be posted for more than fourteen days.
  - d. When the amount of material exceeds the space, first priority will be given to those members who are promoting events that are in direct association with UST, or the "date order" of the event.
  - e. Taping on the outside glass of the bulletin board or on walls around campus is absolutely prohibited. Members who violate this may lose posting privileges for the remainder of the academic year.
  - f. Should there be a question as to the nature and content of the material(s), the Vice President for Student Affairs or his/her designee should be consulted for approval/disapproval.
2. For UST events or elections:
  - a. Signs may be posted on sticks placed 4 to 5 feet from the sidewalk one week prior to event.
  - b. Be aware of the sprinkler system, which is located all around the academic and campus life mall areas.
  - c. Large signs may be attached with durable hooks and/or other non-damaging fasteners to second level metal work on the mall.
  - d. Signs may not be posted on the sides of buildings.
  - e. Other posting restrictions may be imposed by the student electoral guidelines.  
NOTE: All the above must be approved with the signature of the Vice President for Student Affairs or his/her designee.
3. Outside of buildings other than bulletin boards:  
The only type of signs allowed outside of buildings other than those on bulletin boards will be signs placed on sticks 4 to 5 feet from the sidewalk. Signs may be placed within the mall, from in front of the library to the north side of Welder and Malloy Halls and along each side of the sidewalks connecting Mt. Vernon and Graustark Streets. Signs may also be placed along the sidewalks in front and to the side of Guinan Hall on Branard and Graustark Streets.
4. Posters inside academic buildings and classrooms:
  - a. Limit size of material to 8 1/2 x 11". Smaller sizes are preferable.

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- b. Signs will be posted on the bulletin boards only.

NOTE: All the above must be approved with the signature of the Vice President for Student Affairs or his/her designee.

- 5. Posters inside of Crooker Center:
  - a. All signs should be approved by the Vice President for Student Affairs or his/ her designee.
  - b. They may be posted on bulletin boards or hung with string from the second level metal railings (tape should not be used). Signs should not touch the floor or block exits.
- 6. Banners/Tarps:
  - a. Banners or tarps must be approved by the Office of Student Activities prior to hanging.
  - b. Banners or tarps cannot hang in the walkway or intrude upon people's ability to pass through the area safely.
  - c. Banners or tarps cannot be posted for more than fourteen days.

### **B. Restrictions**

- 1. Postings may not be placed on painted surfaces, glass windows or doors, trees, sidewalks, benches, poles, outside walls of buildings, trash receptacles, lamp posts, vehicles or windshields, bathroom stalls, and walkways, stairways or entrances unless otherwise authorized.
- 2. Advertising should not be posted earlier than two weeks prior to the event.
- 3. In the event of high priority or emergency situation, to be defined by University Administration, postings may be permitted on doors, windows, or walls in any building.

### **C. Sign Removal**

- 1. The group or individual that places a "posting"(including tarps or banners) is responsible for its removal (including tape, hook or string) no later than two days following the event.
- 2. In the case of an election, the signs should be removed when the polls close on Election Day.
- 3. Signs without appropriate approval may be removed by a person in charge of the building or a representative of the Office of Student Affairs.

### **D. Exemptions**

- 1. Exemptions from the above policy will rarely be given and then only by the Vice President for Student Affairs or his/her designee.
- 2. Building supervisors may alter posting regulations within their facilities as needed, but the Vice President for Student Affairs should be informed of any changes in writing.

### **E. Locations for Postings on Campus**

- 1. Ten outdoor campus bulletin boards (glass cases) around campus on the Academic Mall, Moran Center, Crooker Center and Jerabeck Athletic and Activities Center.
- 2. Bulletin boards and plastic sleeves located in Malloy basement, Anderson basement, Center for Science and Health Professions, Crooker Center, Jerabeck, Cullen Hall, Doherty Library, O'Rourke, Robertson and Welder Hall and in various classrooms across campus.
- 3. Guinan and Young residence halls (must be approved by Residence Life Professional Staff).

APPROVED: Dr. Robert Ivany

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