

COLUMBUS STATE UNIVERSITY

Policy Name:	Non-Residential Posting Policy
Policy Owner:	Vice President of Business and Finance
Responsible University Office:	Office of Business and Finance / University Support
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Related Policies:	<i>CSU Residence Life Posting Policy</i>

I. PURPOSE AND SCOPE OF POLICY

This policy establishes the conditions and guidelines for posting flyers or other printed materials on CSU's campus for the purpose of advertising or promoting a particular event and is applicable to students, student organizations, university employees and organizations that posts, or desires to post, printed materials on campus.

Official signage of Columbus State University, including building designations, regulatory and traffic control, directional signage, special event signage, etc. are not governed by this policy.¹

II. POSTING GUIDELINES

1. Limited Public Forums - The bulletin boards and other approved campus locations designated for posting flyers, signs and other printed materials are designated as limited public forums for use by CSU students, faculty, and staff for a limited duration.
2. Bulletin Boards (including, Bulletin Board Strips)– Unless otherwise specified in this Policy, non-residential, campus buildings containing a bulletin board or cork stripsto

¹ This policy is not applicable to CSU residence halls, which are governed by the CSU Residence Life Posting Policy.

which temporary flyers or other printed materials are posted by students, employees and university-affiliated groups, shall be designated, as follows:

- a. Restricted Use Bulletin Boards - Boards or strips designated exclusively for administrative, department, club, or other special use may not be used for purposes other than so designated. The name of the office responsible for the restricted use bulletin board shall be posted adjacent thereto.
 - b. General Purpose Bulletin Boards – Boards or strips that can be used by individuals or groups both affiliated and not affiliated with the university for the posting of temporary flyers and other printed material. The name of the office responsible for the general purpose bulletin board shall be posted adjacent thereto.
3. Banners – Individuals or groups desiring to hang large banners (a/k/a “bed sheet banners”) in order to promote a campus-related event must submit a request to Student Life and Development or University Support Services (depending upon whether the submission is by a student or non-student) for authorization to hang and display the banner.
 4. Light Post Boxes – Postings in locked black poster cabinets located on light posts around main campus are permitted to post event signage from recognized university organizations and departments.
 5. Commercial Activities - Except for General Purpose Bulletin Boards, no commercial activities may be advertised or promoted on a bulletin board or other approved campus location designated for posting flyers and other printed materials. This provision does not apply to CSU-sponsored or affiliated events.
 6. Improper Purpose - Postings that advocate or encourage the violation of law, CSU policy, or the use and consumption of alcohol and other drugs are prohibited.
 7. Removal of Posting - Any violation of this policy will result in the removal of the posting(s) and may result in future restrictions on an individual or group’s ability to post on bulletin boards or strips.

III. PROHIBITED AREAS FOR POSTED MATERIALS

Posting of flyers, signs, banners and other printed materials on anything other than areas designed in this policy are strictly prohibited and will be removed. Examples of prohibited areas are, as follows:

- a. A permanent sign or another sign that has been properly posted
- b. Doors
- c. Elevators
- d. Windows and other glass surfaces
- e. Walls, floors, stairs, including stairway and balcony railings
- f. Fences
- g. Statues, monuments or other similar structures
- h. Classroom walls, doors, chalkboards and whiteboards
- i. Exterior surfaces of campus buildings
- j. Utility poles
- k. Fire hydrants
- l. Benches
- m. Trees, shrubs, or plants
- n. Vehicle windshields in parking lots
- o. Vending machines
- p. Restrooms
- q. Trash cans or dumpsters

IV. PROCEDURES TO IMPLEMENT NON-RESIDENTIAL POSTING POLICY

1. BULLETIN BOARDS:

- a. Each individual or group desiring to post on a CSU bulletin board is limited to posting one flyer (8.5 x 11 inches) or one poster (11 x 17 inches), per event. In no circumstance shall a flyer, sign or other printed material posted on a bulletin board exceed 11 X 17 inches in size, unless specific authorization has been provided by the responsible office for a particular building based on extenuating circumstances.
- b. Multiple postings of the same flyer, sign or other printed material on a bulletin board is prohibited.
- c. Postings on General Purpose Bulletin Boards will be removed at the end of each month.
- d. A person may not post a flyer, sign or other printed materials in a manner that intentionally obstructs other items previously posted, and may only post materials that are affixed to the bulletin board in a manner in which they can be easily removed.

2. STUDENT CREATED BANNERS

- a. Students and student groups desiring to hang large banners (a/k/a “bed sheet banners”) in order to promote a campus-related event must submit a request to Student Life and Development for authorization to hang and display the banner.
- b. Banners may not exceed 81 X 96 inches in size (which is comparable to a full-size bed sheet) unless specific authorization has been provided based on extenuating circumstances.
- c. A student or student group is allowed to hang no more than two (2) banners at one time for a particular event.
- d. All banners must be dated on the bottom right hand corner with the date the banner was first hung.
- e. Students or student groups must take down their banner after seven (7) days, unless authorized for a longer duration by Student Life and Development.
- f. Unless specifically authorized by Student Life and Development and based on extenuating circumstances, banners are authorized only to be hung in the following approved spaces:
 - Davidson Trees by Clocktower
 - Davidson Student Center Stairs
 - Bridge to Stanley, Lenoir and Jordan
- g. In order to reserve the approved locations for the display of large banners, students or student groups must fill out the “Large Banner Form” located on *CSUinvolve* [found within Student Life and Development webpage](#).

3. “OTHER” BANNERS

- a. Requests to display large banners by non-student groups (other than those “bed sheet” or similar type banners submitted to Student Life and Development for approval by student and student groups) or other signage shall be submitted to University Support Services via the online portal, [eQuest](#).
- b. Large banner and other signage requests must be submitted a minimum of seven (7) business days prior to the event date.

4. LIGHT POST BOXES

- a. Posters may not exceed 12 x 18 inches.
- b. Requests for posting of signs must be sent to University Support Services via eQuest a minimum of two (2) weeks before signs need to be posted. All written informational posters must be provided when making the request. Light box signs will be removed on or after date of event.