

## POLICY

Effective Date: June 15, 1991

Revised: April 2, 2021

Approved By: President Sabah Randhawa

Authority: Chapter [516-21](#) and [516-36 WAC](#)

### Revises:

<b>Document #:</b>	<b>Document Title:</b>
POL-U8650.01	Posting Policy (Campus Wide)

### See Also:

<b>Document #:</b>	<b>Document Title:</b>
<a href="#">STN-U8650.02A</a>	Posting Standards for WWU Main Campus
<a href="#">STN-U8650.02B</a>	Chalking Standards for WWU Main Campus
<a href="#">POL-U1600.02</a>	Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation <a href="#">Americans with Disabilities Act Guidelines</a> <a href="#">Templates for Publications</a>

## POL-U8650.01 POSTING ON MAIN CAMPUS

*This policy applies to University and non-university groups or individuals wishing to post notices on WWU Main Campus. Western Washington University recognizes the need for groups and individuals to communicate their activities, services, and ideas to the campus community while providing a visually pleasing, safe, and organized setting for the campus community to receive such communication.*

### Definitions:

#### **Banner:**

Large format forms of advertising consisting of one (1) single piece of material, rectangular in form, and measuring three (3) by eight (8) feet and printed professionally or hand painted on durable paper.

#### **Banner Posting Areas:**

Permanent posting areas on the exterior of Campus Buildings. Posting areas are identified in the Posting Standards for WWU Main Campus.

#### **Departmental Posting Spaces:**

Spaces identified by departments for the purpose of disseminating information or providing a service function. Includes digital signage.

#### **Directional Posting:**

Materials directing individuals to events or services.

#### **Enclosed Posting Areas:**

All public posting areas enclosed in glass or plexi covered, typically secured with a lock. (e.g.

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Kiosks in Red Square and by Arntzen Hall, locked glass cases, etc. Typically marked as an AS Publicity Center space)

**Exterior Posting Spaces:**

Identified On-Campus posting spaces not inside buildings.

**Free Standing Posting:**

Materials that will not be affixed to university property (e.g. Sandwich Boards, Pedestal Signs, etc.)

**Interior Posting Spaces:**

Spaces identified for posting inside of buildings.

**Open Posting Areas:**

Posting areas not assigned to departments or AS Publicity Center distribution. These are the only areas where commercial posting is allowed.

**1. AS Publicity Center is Responsible for Overseeing Certain Public Postings**

The AS Publicity Center is responsible for the review, approval and distribution of WWU and not-for-profit postings for banners and public enclosed posting areas

**2. AS Publicity Center is Responsible for Developing and Maintaining Posting Standards for WWU Main Campus**

Additional rules and posting quantities are found in the Posting Standards.

**3. Interior Space Posting is Limited to Bulletin Boards and Other Areas Authorized for Posting**

Attaching postings to walls, doors, stairs, balconies or other interior structures is prohibited as it can create hazards and may cause property damage.

*Exception:* Directional posting is allowed on the day(s) of the event on vertical surfaces using materials that will not cause damage to the structures.

**4. Departmental Posting Spaces are Monitored by the Department Chair/Director or Designee**

Department heads determine allowable usage of their posting spaces.

**5. Reservations for Exterior Posting Spaces Required**

Spaces available for reservations include, but are not limited to:

- a) Banner posting spaces,
- b) Kiosks,
- c) Special installation requests, and

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- d) Chalking spaces.

Reservation requests can be made at: <https://events.wvu.edu/VirtualEMS/default.aspx>. Additional rules for these postings are identified in the AS Posting Standards for WWU Main Campus.

*Exception:* Open Chalking Space (the bricked grounds of Red Square, not including building walkways and stairways) does not require reservations: See Chalking Standards for details.

### **6. Exterior Posting is Limited to Designated Areas**

Affixing signs, chalk, or displays to building exteriors including but not limited to: works of art, plants, trees, walls, balconies, building columns, roofs or fixtures is prohibited.

*Exceptions:*

- a) Free standing posting is allowed provided they are for a University sponsored activity, are durable enough to withstand high wind or inclement weather, do not block traffic, and comply with ADA Guidelines.
- b) Exterior postings that are granted approval as part of an Exterior Space Request by the Viking Union Reservations office.

### **7. Postings May Be Removed by Designated Personnel**

Designated personnel includes, but is not limited to, Associated Students Publicity Center Employees, Viking Union Organization Staff, University Police, and Facilities Management.

Reasons for removal include, but are not limited to:

- a) Violation of this policy or related guidelines,
- b) Event/activity has concluded,
- c) Reservation expired,
- d) Displayed without approval,
- e) Damaged due to weather, vandalism, neglect,
- f) Threat to health or safety.

*Exception:* Department heads determine reasons for removal for their respective departmental posting spaces.

### **8. Certain Requirements Apply to Designated Open Posting Areas**

The following requirements apply to designated open posting areas:

- a) Posters must be no larger than 11" x 17",
- b) One (1) poster per event or activity permitted per board,

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- c) Materials may not be placed over other posters,
- d) Commercial posting is allowed,
- e) Postings must be removed immediately after the event or activity advertised,
- f) Postings must clearly state the name or responsible individual/organization,
- g) Postings shall not violate the Student Conduct Code, chapter 516-21 WAC (including section 516-21-115: Discrimination and discriminatory harassment, and 516-21-060: Conduct that harms or threatens health or safety regardless of student status),
- h) May not include advertising use (including limited or responsible use) of alcohol or cannabis products,
- i) Postings may not result in discrimination towards individuals or groups based on Legally Protected Characteristics as listed in POL-U1600.02, and
- j) Postings must comply with use of University property requirements as stated in chapter 516-36 WAC.

### **9. Violations of This Policy May Result in Sanctions**

Sanctions can include, but are not limited to:

- a) Removal of material,
- b) Cleaning/damage charges for the individual, department, or organization, and
- c) Restriction of future posting privileges for repeat offenders.

Postings that may constitute violations will be referred to the appropriate offices including but not limited to, Student Life Office, Human Resources, Civil Rights and Title IX Compliance. Violations that threaten health or safety or that constitute vandalism will be forwarded to University Police.