

POLICY

Effective Date: 6-5-91

Approved By: Facilities & Services Council 6/05/91

POL-U8650.01 POSTING POLICY (CAMPUS-WIDE)

This policy applies to individuals or groups wishing to post notices on the WWU campus.

Western Washington University recognizes the need for groups and individuals to communicate their activities, services, and ideas to the campus community, as well as the need to provide a visually pleasing and organized setting for the campus community to receive such communication. The Viking Union is charged by WAC 516-22-030 with the responsibility for establishing and enforcing University posting policies.

A. Interior Spaces

Displays on building interiors must be confined to bulletin boards or similar areas provided for that purpose. Attaching signs or other displays to walls, doors, stairs, railings, balconies or other interior structures causes damage and creates hazards and is, therefore, prohibited.

1. Designated Spaces

- a. *Departmental* - These spaces are assigned to University departments for the purpose of disseminating information or providing a service function for those departments. Responsibility for these spaces is assigned to the department chair or designee, who will insure that the use of these spaces is appropriately signed. A sign shall be posted that includes posting procedures.
- b. *Topical* - Spaces may be so designated to provide specific types of information (i.e., events, textbook exchange, ride sharing, employment) by appropriate University personnel, provided that the use of such spaces is consistent with the purpose of that department.
- c. *Classified Advertising* - Space is designated in the Viking Addition for advertising goods, services and housing. All requests for posting shall be submitted to the adjacent Music Room staff who shall do all posting in this space.

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- d. *Open Posting* - Any posting areas not designated for a particular purpose noted herein, or subsequently assigned by the Viking Union Administration or an authorized department, are available for use by any individual or group, provided that other applicable sections of this policy are observed.
- e. *Campus Source Boards* - Campus Source furnished by the A.S. Bookstore and the Viking Union in order to inform the University population of campus events. Information is provided via a monthly calendar and computer generated readouts (LED Unit).
 - 1) Calendar - Compilation of calendar items shall be the responsibility of the Viking Union Administration and submitted to Market Source Corp. for graphics treatment and production.
 - a) All material must be submitted to the Viking Union Administrative Office no later than the first day of the month, three months before the month in which the item is to appear (i.e., January for April).
 - b) Items must be open to the public and of campus-wide interest.
 - c) A broad cross-section of campus events will be presented whenever possible.
 - 2) LED Unit Advertising
 - a) The VU Administration shall program the LED on a weekly basis.
 - b) Material may be submitted by all University organizations, departments and offices for both on and off-campus events, and by others for on-campus events.
 - c) Messages should not exceed 65 characters in length, including punctuation and spacing. Forms may be picked up in Viking Union 202. Exceptions may be determined by the VU Administration.

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- d) Messages must be submitted seven (7) days prior to the week in which they will run. Items may run only for a maximum of two (2) weeks.
 - e) Messages shall be programmed on the following priority basis:
 - i. Associated Students information, including Viking Union and Bookstore information as top priority for the units located in those respective areas.
 - ii. Official University notices and information, including academic deadlines and notices.
 - iii. Other University-related programs, activities and departmentally-related items.
 - iv. Non-University, on-campus activities and programs.
- 3) Display Advertising - Display advertising is provided by Campus Source, Inc., in accordance with contractual requirements. Objections to content may be directed to the VU Administration. Appeals may be addressed to the A.S. Facilities and Services Council.

B. Exterior Spaces

Affixing signs, banners, posters or other displays to building exteriors including works of art, plants, walls, balconies, building columns, roofs or fixtures is not permitted, except as noted within these policies. Where required, all reservations shall be made through the Viking Union Reservations Office.

1. Designated Areas

- a. Kiosks (15 plexi-covered boards located in Red Square and by Arntzen all) are provided for display of long-term information by University-related programs, offices and departments as follows: one (1) case each for Student Activities information, two (2) each for long term on-campus materials (i.e., quarterly calendars, athletic schedules), and three (3) each reservable for campus organizations.

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- b. High Street Bus Stop - Three (3) cases reservable for campus organizations.
2. Temporary/Event Related
- a. Event Components - These materials shall be defined as graphic components of a particular event which are an integral part of that event. Such materials shall be approved for posting only during the course of and immediately preceding the event. Notices of cancellation or change of a program location shall be included within this definition.
 - b. Directional - Materials directing individuals to events or services may be posted on a temporary basis only.
 - c. Free Standing - Materials, such as sandwich boards, may be placed on campus without prior approval, provided that they are for a University sponsored activity and do not block traffic.
3. Banners
- a. Definition - Banners shall be defined as large format forms of advertising consisting of one (1) single piece of material, rectangular in form, with one (1) dimension at least four (4) feet in length, and no larger in size than four (4) by twelve (12) feet. Lettering or art work shall be done with non-water-soluble materials.
 - b. Locations - Banners will be approved for posting in ten (10) specified exterior locations on campus, one (1) each on LH4, Miller Hall, Bond Hall, Wilson Library, Arntzen Hall, Viking Commons, Viking Union, Bookstore, Ridgeway Commons, Fairhaven Academic Building.
 - c. Conditions for Approval - Only banners advertising events of a campus-wide nature and sponsored by University organizations will be approved for posting. On-going promotional material will not be permitted. Requests will be considered on a first-come basis.
 - d. Time and Number Limitations - Banners will be approved for a maximum of two (2) weeks prior to an event; in the event of high demand, shorter posting times may be established. A maximum of two (2) banners per event and one (1) per area (Red Square,

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VU/Bookstore, Ridgeway, Arntzen, Commons, Fairhaven) will be allowed.

- e. Posting and Removal - Posting and removing of banners and tape is the responsibility of the sponsoring organization. Materials must be removed within twenty-four (24) hours after the advertised event. Charges may be levied for removal by Viking Union or other University personnel and for damages.
 - f. Method of Approval - Approved banners will bear a "Viking Union" stamp in the lower right-hand corner. Banners should be brought to Viking Union 202 for approval. A list of approved banners will be maintained, by the Viking Union Reservations Manager. Failure to produce a banner for stamping by the reserved date will result in forfeiture of that reservation.
 - g. Enforcement - Any materials not stamped and registered will be removed by University personnel. Sponsoring groups may be billed for removal costs or any damages that occur. The University will not be responsible for damage to materials removed.
 - h. Exceptions - Requests for hanging banners in other locations or as part of a special event will be considered by the Viking Union Administration on an individual basis. Requests involving residence halls will be coordinated with the University Residences staff.
4. Open Posting
- a. General - All unassigned bulletin boards may be used in accordance with the provisions of this section.
 - b. Number - Only one (1) poster per event or activity is permitted per board.
 - c. Time - Posters should be removed immediately after the event or activity which they are advertising.
 - d. Location - Materials may not be posted over other posters.
 - e. Size - Posters must be no larger than 11" x 17".

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- f. Violations/Charges - Groups in violation of this policy may be charged for work required to enforce this policy.

C. Posting Services

The Viking Union will post material for University groups and off-campus groups providing events or services of general interest to the University community under the following conditions:

1. Number - Five (5) posters will be accepted per event or activity and should be brought to VU 202*. The actual number posted will depend upon space available and current demand. (*Except that ten (10) posters will be accepted for A.S. events.)
2. Priority - Consideration will be given to timeliness, campus sponsorship, and student related activities.
3. Content - Material which is primarily commercial advertising in nature will generally not be accepted. Posters must advertise a particular event or activity, versus ongoing promotion. Sponsorship must be printed on the poster. Defamatory or libelous material will not be accepted.
4. Size - A maximum of 11" x 17" will be accepted.

D. Violations

Violations of these policies may result in sanctions against the organization, individual, or University department including, but not limited to, removal of material and/or cleaning charges.

Interpretation and Enforcement: VU Administration per WAC provisions and appeals through appropriate council.