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## Poster Posting

University Policy Number 1109

Categorized: [General Policies](#)

Responsible Office:

Policy Procedure:

- Poster Posting Procedures

Related Law & Policy:

- [Policy 1110: Vending Sales and Solicitation](#)

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### I. SCOPE

The policy applies to the posting of information and advertising materials in the buildings and on the grounds of George Mason University. It applies to all University Departments, faculty, staff, students, contractors, and the general public at all George Mason University locations, owned and leased.

### II. POLICY STATEMENT

The purpose of this policy is to balance the requirement for information exchange and advertising with the need to maintain University facilities and ensure the wise use of available space. No information or

advertising will be posted that is inconsistent with the educational mission of the University or that has not received prior authorization in accordance with this policy. Federal and Commonwealth of Virginia official signage will be posted in accordance with applicable regulations and is exempt from this policy.

These procedures augment but do not preempt applicable student housing, student unions, libraries or athletics policies currently in effect for those facilities. The University reserves the right to remove materials posted not in accordance with these policies.

### III. DEFINITIONS

Definitions are contained in the Poster Posting Procedures.

### IV. RESPONSIBILITIES

**Policy Administrator:** The Assistant Vice President for University Services is responsible for administering this policy. The Policy Administrator will review this policy on a biannual basis, review proposed changes to the policy as necessary and ensure all responsible parties are kept informed of any information affecting the administration of this policy.

**Responsible Parties:** The following individuals have responsibility for approving posting in accordance with the Poster Posting Policy on specific campus areas:

Director of Operations, Johnson Center & Student Unions	1. Johnson Center Plazas 2. Student Unions I Quad 3. Student Union II 4. Patriot Circle
Director, Housing & Residential Life	1. Residence Halls and Grounds
Director, Athletics	1. Athletic Fields and Field House Grounds
Director, Campus Operations, Arlington	1. All buildings and grounds, Arlington Campus
Director, Campus Operations, Prince William	1. All buildings and grounds, Prince William Campus

### V. PROCEDURES

The procedures pertaining to this policy will be maintained by the Office of the Assistant Vice President for University Services.

### VI. COMPLIANCE

1. Violation of these provisions constitute potential grounds for removal of the material, denial of approval to post materials by that organization for a specified period of time, loss of access to duplicating services, or other facilities use restrictions as determined by the Assistant Vice President for University Services or his/her designated representative. Charges for the cost of removal of the material and any associated repairs can also be levied by the Assistant Vice President for University Services.

2. Posting of materials or distribution of flyers/leaflets without prior approval as specified above will be considered as littering and is subject to the laws of the Commonwealth of Virginia.

3. Request for waivers or exceptions to this policy must be made to the Assistant Vice President for University Services or his/her designated representative.

## VII. EFFECTIVE DATE AND APPROVAL

The policies herein are effective as of April 28, 2004. This Policy shall be reviewed and revised every two years or as necessary.

Approved:

/S

Maurice W. Scherrens  
Senior Vice President

/S

Peter N. Stearns  
Provost

Date approved: May 24, 2004

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