

XIII. Posting Guidelines

CSUB has established the following policy governing on-campus publicity. Please note that this policy is subject to change at any time. If you have any questions regarding the campus posting policy, contact the Campus Programming office, located in the Student Union, Room 138 or call 661-654-3091. Violations of these provisions will result in disciplinary action, including loss of posting privileges. Unapproved flyers will be removed.

A. Approval of Materials

1. All materials to be posted on campus must be approved by the Campus Programming office with a stamp, and the posted item(s) must contain the name of the sponsoring organizations and all pertinent information.

*EXCEPTION:

Approval to post materials on various campus buildings must be obtained from that building or department.

2. Dated materials of CSUB events may remain posted until the day following the event.

3. Other materials approved for posting may remain posted for a maximum period of two (2) weeks. Provisions may be made for events that occur on a quarterly basis.

4. The University reserves the right to remove and dispose materials posted on campus not in compliance with the regulations set forth in this policy.

5. A "duplicate" posting on the same bulletin board posting area is subject to removal at any time.

6. Only thumbtacks or staples may be used to post items on bulletin boards. If another method is used that results in damage to a bulletin board surface, the posting party will be subject to liability for any resulting expenses.

7. Blue Painters tape is the only approved means of posting on non-bulletin board surfaces. Please refer to "Approved Posting Areas."

8. In the event that there are conflicting claims for limited space on bulletin boards or in academic buildings, priority will be given to academic programs offered in that building and to campus organizations related to those programs.

9. Off-campus solicitors are not allowed to post without approval from the Campus Programming office, located inside the Student Union, room 138.

10. Distribution/sale of publications is subject to approval by the Manager of the Campus Bookstore.

11. Handbills/circulars/flyers may not be placed on parked vehicles on campus.

12. Materials that are politically related will not be approved unless it is promoting a specific event.

13. Materials that are not deemed appropriate (language, image, alcohol promotion, etc.) will not be approved.

14. For information on other items, consult a staff member in the Campus Programming office.

B. Posting Areas

1. Material MAY be posted on the following designated surfaces only: (See attached map)

- a. Classroom Building- 3 bulletin boards inside
- b. Admin East-2 Wooden boards on west wall
- c. Wooden Board between Admin West and University Advancement
- d. DDH bulletin boards that are not assigned to a student organization
- e. Science III-Outdoor bulletin board
- f. Runner Café- Outdoor bulletin board
- g. Student Union- 2 bulletin boards near restroom and the front desk

2. Materials MAY NOT be posted on the following:

- a. Restrooms
- b. Cars
- c. Trash Cans
- d. Trellises
- e. Windows and mirrors
- f. Doors of any type
- g. Cafe - neither inside nor outside, except on the wooden board outside the cafe.
- h. Stucco walls - painted surfaces - buildings
- i. Employee-related bulletin boards
- j. Trees - Shrubs, etc.
- k. Structures not designated as approved areas.

3. Materials MAY NOT be distributed in the following manner:

- a. Slid under doors
- b. Placed in mail boxes
- c. Displayed on signs staked in the ground
- d. Door-to-door solicitation

C. Additional Approval Areas

1. Athletics areas are approved by the Athletics Secretary
2. Departmental Boards/Mailrooms are approved by the Department's Office
3. Student Health Center are approved by the Health Center
4. Library Reference are approved by the Librarian
6. Housing bulletin boards are approved by Housing
7. SRC bulletin boards are approved by the Student Recreation Center

D. Chalking

Recognized student organizations may use chalk to advertise upcoming events by submitting a request through 25Live to the appropriate Facility Coordinator and the Office of Student Union and Organizational Governance and must comply with the following guidelines:

1. Chalking may only be done in designated areas.
2. The chalk may only advertise an event sponsored by a student organization on campus (i.e. no personal announcements such as "Happy Birthday")
4. Events may only be advertised two days prior to the event.
5. Failure to follow the chalking guidelines will result in loss of chalking privileges. Check with the Office of Student Union and Organizational Governance for the designated chalking areas.