

# Policies

## Publicity Regulations

---

### Chapter 8570

Issued May 27, 2009, Updated August 21, 2024

---

### Table of Contents

- [.010 Introduction \(#.010\)](#)
  - [.020 Eligible Groups \(#.020\)](#)
  - [.030 Non-Recognized Organizations or Individuals \(#.030\)](#)
  - [.040 Standards for On-Campus Publicity \(#.040\)](#)
  - [.050 Posting \(#.050\)](#)
  - [.060 Outdoor Banners \(#.060\)](#)
  - [.070 Chalking \(#.070\)](#)
  - [.080 Distribution of General Literature \(#.080\)](#)
  - [.090 Abuse of Privileges \(#.090\)](#)
  - [.100 K-State Student Union Publicity Regulations \(#.100\)](#)
  - [.110 Residence Hall Posting Regulations \(#.110\)](#)
  - [.120 Questions \(#.120\)](#)
- 

### .010 Introduction

University-affiliated, state-owned property may not be used for commercial advertising except when sponsored by an eligible group. The K-State Student Union and the Department of Housing and Dining Services have their own regulations governing commercial advertising.

## **.020 Eligible Groups**

1. Student Programs and Involvement recognized student organizations
2. University departments
3. Residence halls
4. Faculty and staff organizations

## **.030 Non-Recognized Organizations or Individuals**

- A. A non-recognized group or individual may distribute literature only on Bosco Student Plaza, in the quadrangle north of Hale Library, or in the quadrangle east of Kedzie and Calvin Halls.
- B. A non-recognized group or individual may place sidewalk chalking on the flat concrete surfaces of Bosco Student Plaza (excluding the K-State Student Union Terrace and Lanai). Only washable sidewalk chalk may be used when placing markings.

## **.040 Standards for On-Campus Publicity**

- A. The sponsoring organization's name shall appear on the publicity.
- B. Publicity for events or product sales must conform to the following:
  1. Shall tell the truth and shall reveal significant facts, the concealment of which would mislead the public.
  2. Shall avoid the use of exaggerated or unprovable claims. Advertisers will provide proof of claims upon request.
  3. Shall be free of statements, illustrations, or implications which are libelous or obscene.
  4. Shall offer only merchandise or services which are available for purchase at the advertised price.
  5. Guarantees and warranties shall be explicit, including the nature and extent of the guarantee or warranty and the identity and responsibilities of the guarantor or warrantor.
  6. Publicity containing testimonials shall be limited to those of competent witnesses who are reflecting a real and honest choice.
- C. Activities advertised by K-State organizations do not imply official endorsement by the university. To conform to the K-State Identification System guidelines, organizations wishing to use the university logos, images, name, and other brand components should do so in accordance with university licensing policies and guidelines.

## **.050 Posting**

- A. Posters must be no larger than 8½ X 11 inches.
- B. All foreign language posters must include an English translation.
- C. Posted notices pertaining to a future event may not be posted longer than two (2) weeks prior to the event. Notices advertising university-affiliated services may be posted indefinitely.
- D. Posters must be placed so they do not obscure notices already posted. Only tacks may be used to secure notices.
- E. Posters advertising events must be removed by the sponsoring organization the day following the event.
- F. In campus buildings, eligible groups may place notices on designated bulletin boards. Approval must be obtained from the building authority before posting. Building Authority Lists are available in Student Programs and Involvement located on the first floor of the K-State Student Union.
- G. No notices or posters may be placed in places other than on designated bulletin boards in campus buildings without the approval of the Division of Facilities, 109 Dykstra Hall.
- H. Eligible groups may post in the following locations (outside bulletin boards adjacent to):
  1. Ackert Hall (south)
  2. Anderson Hall (north)

3. Eisenhower Hall (west)
4. Kedzie Hall (east)
5. Thompson Hall (southwest)
6. Waters Hall (east)

- I. Posted notices must be secured on all four corners by tacks only. Only Student Programs and Involvement or Division of Facilities personnel, or an entity of their designation, shall have the authority to remove posters.
- J. The K-State Student Union has its own regulations for posting in the K-State Student Union and maintains its own posting spaces. For more information, contact the K-State Student Union Director's Office.
- K. The Department of Housing and Dining Services has regulations for posting in the residence halls. Contact the Department of Housing in Pittman Building for more information.
- L. Posting, chalking, and painting at or on construction sites (including fences, walls, buildings, and equipment) is prohibited.

## **.060 Outdoor Banners**

- A. A banner is a display hung between designated campus banner poles which pertain to a future event by an eligible group.
- B. Banner locations should be reserved through the Division of Facilities, 109 Dykstra Hall.
- C. All banners may be posted for no longer than three (3) school days prior to the event and must be removed by the sponsoring organization the day following the event.
- D. The sponsoring organization's name shall appear on the banner.
- E. Banners are not subject to size restrictions.
- F. Banners should be secured on poles on all four corners.
- G. The K-State Student Union has its own regulations for displaying banners in the K-State Student Union. For more information, contact the K-State Student Union Director's Office.
- H. The Department of Housing and Dining Services (Pittman Building) regulates the display of banners in the residence halls.

## **.070 Chalking**

- A. Chalking is a communication written and/or drawn on campus sidewalks. Only washable sidewalk chalk may be used when placing markings.
- B. The sponsoring organization's name must appear in the chalking.
- C. Eligible groups may chalk:
  1. Only on the flat paved/concrete surfaces of campus sidewalks. Sidewalk publicity must not be placed on curbs or the back of steps, on brick surfaces, on buildings, benches, planters, trash containers, pillars, or anything other than the above mentioned flat paved/concrete surfaces and;
  2. At least thirty (30) feet from the entrance of a building.
  3. Overwriting, erasing, defacing, or altering existing chalking is prohibited by anyone other than the person or organization who did the chalking, except that university facility and grounds personnel are allowed to clean and wash sidewalks, plazas, and other outdoor areas at any time in the course of their usual and ordinary campus maintenance activities.
- D. Exceptions to these regulations will be handled on an individual one-time basis. Contact the Division of Facilities, 109 Dykstra Hall.

## **.080 Distribution of General Literature**

- A. Eligible groups may distribute literature on campus or in any campus building (with the approval of the authority of that building), provided such distribution does not unreasonably interfere with the movement of traffic, classes, or other scheduled activities.

B. Placing notices in or on parked cars in campus parking lots is prohibited.

## **.090 Abuse of Privileges**

- A. Violations of these regulations shall result in the removal of materials.
- B. Students abusing these regulations may be referred to the student judicial system.
- C. Recognized student organizations abusing these regulations may be referred to Student Programs and Involvement.
- D. Violations by off-campus organizations or individuals will result in a statement of policy and a copy of these regulations being sent to the organization or the business involved. Further infractions by the same group will result in a letter being sent to the Chamber of Commerce or the Better Business Bureau of the town and a complaint filed with the K-State Police Department.
- E. Appeals, questions, or suggestions may be directed to Student Programs and Involvement on the first floor of the K-State Student Union.

## **.100 K-State Student Union Publicity Regulations**

### **Literature Distribution**

Literature may be distributed only from behind a scheduled table on the first floor concourse. A member of the recognized student organization must remain at the table when literature is being distributed.

### **Posting Regulations**

There are two bulletin boards available in the Union for posting. They are located on the first floor by the Computer Store and at the north end of the KSSU Bookstore. Guidelines are:

- Size may not be smaller than 8 1/2" X 11" or larger than 14" X 22".
- All posters must clearly identify the name for the sponsoring organization.
- Organizations are limited to hanging one poster per event.
- The poster may be displayed no longer than two weeks prior to the event and should be removed the day following the event.
- A foreign language poster must have an English translation.
- The poster should not violate any federal or state law, the Kansas State University Student Code of Conduct, or any other policy as contained in the Kansas State University Policy Library.
- Posters should not be placed so as to obscure a poster already placed.

## **.110 Residence Hall Posting Regulations**

Recognized student organizations may publicize a specific activity or event in the halls. The publicity must have the name of the sponsoring organization. Take literature to the Housing and Dining Services Office in Pittman Building for approval of posting. The materials will be posted for you.

## **.120 Questions**

Questions regarding this policy should be directed to Student Programs and Involvement, 114 K-State Student Union, [532-6541](tel:785-532-6541).