

	FGCU POLICY 4.007	Responsible Unit: Office of Campus Reservations
	Posting Materials and Commercial Activity on Campus	

A. POLICY STATEMENT

This Policy establishes procedures to address Commercial Activity and posting of Materials on University premises.

B. REASON FOR POLICY

This Policy provides guidance to persons and organizations when conducting Commercial Activity or posting of Materials or free-standing signs on University premises.

C. DEFINITION OF TERMS

1. *Bulletin Boards*: Permanent and officially designated display boards for the temporary posting of notices, advertisements, and solicitation Materials.
2. *Commercial Activity*: A transaction for financial gain that is not related to a contract between the University and the other party.
3. *Ingestible*: Any substance in a solid, gas, or liquid state that is taken into the body.
4. *Materials*: Any advertising, promotional, or informational signs, handouts, flyers, posters, or items posted at approved locations or distributed in person on University campus.
5. *Non-Commercial Activity*: A transaction or other activity not related to a transaction for financial gain.
6. *Outside Organization, Persons, or Entities*: A person or an entity, including a University student, faculty, or staff, acting on behalf of a person or entity other than the University.
7. *Signs*: Flyers, posters, placards, and notices that are temporarily erected or placed on campus and left unattended.
8. *Solicitor*: A person or entity conducting Commercial Activity or distributing information related to Commercial Activity.
9. *Temporary Signage*: Directional signage and notices that are temporarily erected or placed on University premises for the purpose of promoting an event or activity or

providing direction to an event or activity or signage that communicates information to the University Community.

D. PROCEDURES

1. Commercial Activity

- a. Persons or entities wishing to distribute information and conduct Commercial Activity on campus require an approved Business Information Application. The Application may be obtained from Campus Reservations.
- b. Campus Reservations or the appropriate facility use custodian is responsible for reviewing Business Information Applications. Approval is based on the requirements found in FGCU Regulation 9.006, Posting Materials and Commercial Activity on Campus. A Business Information Application that is denied may be appealed to the Vice President for Administrative Services, or designee, consistent with the appeal process found in FGCU Regulation 9.004, Public Expression and Assembly.
- c. Solicitors must comply with University regulations and policies governing the use of University facilities, equipment, and services for the purpose of conducting Commercial Activity.
- d. Commercial Activity and distribution of information are not allowed in locations on University premises that have been reserved or are not designated as public areas.
- e. The University limits Commercial Activity to designated areas during designated time frames.
- f. Individual table locations can be rented for Commercial Activity for a daily fee. Table reservations and payment for table reservations are made through Campus Reservations or other facility use custodians.
- g. The Solicitor will be responsible for all costs incurred by the University for clean-up, removal of postings, damage(s), or debris associated with the Business Information Application or distribution of information. If the Solicitor is found to be in violation of this Policy twice during an academic year, the Solicitor will not be allowed to conduct Commercial Activity or distribute information for the remainder of the academic year.

2. Posting of Materials

Public Bulletin Boards and other designated locations are provided in order to post Materials. Department Bulletin Boards will be identified clearly with appropriate signage.

- a. No approval is needed to post Materials on public Bulletin Boards.
- b. Department Bulletin Boards are only available for use by the responsible department.

- c. Individuals are responsible for placement and removal of their own Materials on public Bulletin Boards.
- d. Public Bulletin Boards will be cleared of Materials no later than the week following commencement each semester. The University may clear a Public Bulletin Board more frequently if necessary to maintain the orderly use of that Public Bulletin Board.
- e. No Materials may be placed or affixed to, on, or inside a building or any other structure unless approved the Assistant Vice President for Physical Plant, or designee, except banners hung at the Cohen Student Union or in any residence hall, which must be approved by the facility use custodian. Unauthorized Materials fastened to University buildings or facilities, hung from shrubbery or trees, or drawn, painted, chalked, or otherwise displayed on sidewalks, walls, windows, or building exteriors will be removed.
- f. Solicitations or postings left unattended, placed on vehicles, or left in areas not designated as a public Bulletin Board may be removed without notice.

3. Placement of Temporary Signage

- a. Temporary Signage that promotes or provides direction to an Event may be placed on University premises no earlier than seven (7) days prior the date of the event. Temporary Signage that communicates information to the University Community may also be placed on the University premises with approval of the Assistant Vice President for Physical Plant.
- b. The placement of Temporary Signage must not:
 - 1) Impede the free movement of foot, bicycle, or vehicular traffic on campus;
 - 2) Be placed on, under, or in the immediate vicinity of any utility lines or specialized equipment;
 - 3) Be placed on any traffic signs, emergency call boxes, painted surfaces, benches, planters, utility boxes, trees, roadways, or outdoor steps; or
 - 4) Be placed on sidewalks or walkways.

4. Removal of Temporary Signage

- a. In all cases, it is the primary user's responsibility to make sure the Temporary Signage is removed within twenty-four (24) hours of the completion of the event.
- b. The University will remove any Temporary Signage that does not comply with this Policy. Any costs associated with removing Temporary Signage that does not comply

with this Policy will be charged to the individual or group placing the Temporary Signage.

Authority

BOG Regulation 1.001, University Board of Trustees Powers and Duties

History of Policy

New 08/14/09; Amended 07/09/12; Amended 03/05/15; Format Changed 09/10/19; Amended 09/08/22

APPROVED:

 *s/Michael V. Martin
Michael V. Martin, President

 September 8, 2022
Date