

Division of Student Success

## Student Involvement and Engagement

# LITERATURE, BOOTHS, AND BANNERS

## Overview

The information on this page is related to the policy and procedures related to distribution of literature, posting of signs and banners, and hosting of informational booths on the San Marcos and Round Rock campus.

### Contact:

Operations & Assessment

Department of Student Involvement & Engagement

Email: [campusaccess@txstate.edu](mailto:campusaccess@txstate.edu)

Phone: [\(512\) 245-3219](tel:(512)245-3219)

Physical location: LBJ Student Center, Suite 204

## Literature

## Literature

## Posting

Any person may distribute literature outdoors on grounds owned or controlled by Texas State with the exception of literature that contains a commercial message.

[Collapse](#)

Permissible distribution of literature must be conducted in a manner that will not:

- a. interfere with academic or other institutional programs that are being conducted in campus facilities;
- b. interfere with the free and unimpeded flow of vehicular or

## Required Elements

1. Full name of the organization or department. Must be present and clearly visible.
2. Date, time, and location of the event, program, service, or engagement.
3. Contact information including email address and/or phone number.
4. ADA Statement - Recommendation: For accommodations due to disability, contact *INSERT NAME OF ORGANIZATION* by email at *email@address.com* or phone at (###) ###-#### at least 72 hours prior to start of event.

## Timeline for Review and Stamping

Submit all requests at least 3 business days prior to the intended date of posting.

SI&E may or may not review and/or stamp literature if request is received prior to three (3) business days.

The timeline ensures SI&E has sufficient time to review, respond regarding any feedback for corrections/changes, and/or return of stamped posting.

## In-Person Requests

In-person requests can be made in Student Involvement & Engagement:

- LBJ Student Center,



<p>streets and at places of ingress and egress to and from campus buildings;</p> <p>c. use obscene or libelous language, images, or materials;</p> <p>d. harass or intimidate individuals;</p> <p>e. promote the violation of local, state, or federal law or published university policy or Texas State University System (TSUS) Rules and Regulations;</p> <p>f. constitute disorderly conduct, disrupt classroom discussion, impede</p>	<p><b>Locations for Posted Literature</b></p> <p><b>Bulletins &amp; Kiosks</b></p> <p>Texas State maintains public bulletin boards and kiosks designated for posting literature. Each administrative unit maintains the location of each such bulletin board and kiosk in their respective building.</p> <p>The bulletin boards and kiosks designated for posting literature are designed as limited public forums for use by Texas State students, faculty,</p>	<p>Suite 420 (4th Floor)</p> <p>Requestor will be prompted to submit online form for review and stamp.</p> <p><b>Online Form via Bobcat Org Hub</b></p> <div data-bbox="1089 743 1515 953" style="background-color: #005596; color: white; padding: 10px; text-align: center;"> <p><b>Posted Literature - Online Form via The Bobcat Org Hub</b></p> </div>
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# Informational Booths

constitute a danger to the person

1. A person may post only one

## Highly Encouraged - Not required

item of

## Request an Information Booth

distributing or receiving literature; Although not required, it is recommended

literature on

## List of and Locations

that persons schedule space for an g. litter or deface informational booth to ensure adequate the campus accommodations. grounds, such as

each bulletin

board.

Information booths are located in Outdoor

chalking, graffiti, Informational booths cannot be used for flyers in solicitation (sale or offer for sale of any unapproved property, goods, products, or services and locations, etc.; the receipt of or request for any gift or

2. A person may not place

Spaces. For a list of and locations of

Outdoor Spaces, visit: [Outdoor Space](#)

literature in a

[Reservations.](#)

contribution). h. place literature

manner that

## Contact

## Non-TXST Organizations/Groups

obstructs

Contact Campus Access Team at

Persons wishing to schedule space for i. share a informational booths should submit the commercial request to Student Involvement & message. Engagement - Campus Access Team.

other items

[campusaccess@txstate.edu](mailto:campusaccess@txstate.edu) at least 10

previously

business days prior to date of reservation

posted.

date to request an outdoor space for an

informational booth.

## Posting in

## TXST Registered Student Organizations

residence halls

## Requests must include

## Solicitation & Departments

must be reviewed

Requests must include name of point of

Registered student organizations should For commercial messages

by the director of

contact, name of organization, contact

the Department of

information (email and phone number), and

following procedures outlined in [Outdoor](#)

Housing and

the date, time, and outdoor space location

Residential Life

for prospective informational booth.

(DHRL), or

designee.

including the sale or offer

Request an Information Booth in an

Outdoor Space

for sale of any property, goods, products, or services and the receipt of or request for any gift or

Locations where literature can NOT be posted, regardless of



**BANNERS - UNIVERSITY DEPARTMENTS ONLY**

**Activities related  
Employment  
Opportunities**

All activities related to on-campus recruiting, including posting, distributing literature, and tabling for employment opportunities are managed through Career Services.

Career Services can assist an organization to devise the best outreach strategy to help meet recruiting goals, while also maintaining compliance with university policies and Career Services recruiting guidelines.

- o a tree, shrub, or plant
- o permanent sign or another sign that has been properly posted;
- o a fence, a chain, or a fence's support structure
- o a brick, concrete, or masonry structure (e.g., Alkek Library columns);
- o a statue, monument, or similar structure
- o a utility pole or traffic light control



**Posting Banners**

**Banner Size**

Banners are larger signs, up to six feet in length and three feet in width.

**Special Provisions**

Although the policies for literature apply in general to banners, some special provisions also apply.

Student Involvement & Engagement consults with Environmental, Health, Safety, Risk and Emergency Management (EHS) regarding temporary structures to ensure the safety of the Texas State University community.

**Removal of Banner(s)**

Texas State may remove a banner before the reservation expires if it is damaged by weather, becomes a safety hazard, or becomes unreadable.

**Banners**

or any object

**LBJ Student Center**

Within 25 feet

Reservation required.

Contact [LJISC Conference](#)

**Services**

- o a curb or sidewalk, or

**Academic Services**

**Building (ASB) -**

**Catwalks**

These areas are non-public forums, are available on a

first-come, first-served

basis, and require a

confirmed reservation

request through the

department chair for

Counseling, Leadership,

Adult Education, and

School Psychology,

bus stop

**Departments on Campus**

o a trash can or Departments on campus control the walls inside

their buildings and may

place banners on these

walls. The walls of all

campus buildings are non-public forums, subject to

the exclusive control of the

**Approval**

**University departments only.**

Request for approval are made via The Bobcat Organization Hub.

Requests are due at least 10 business days prior to date when university department is expecting to post.

This allows SI&E time to connect with Facilities and/or the respective academic or administrative department responsible for building or space.

**Banner - Online Form via Bobcat Org Hub**



o restrooms

o elevators

o walls, floors, stairs, and stairwells

both inside

and outside

of structures,

unless

approved

o handrails

throughout

the Texas

State

campuses.

## Relevant Webpages

• [Freedom of Expression](#)

• [Amplified Sound](#)

• [Animals on Campus](#)

• [Exhibits and Temporary Structures](#)

• [External Speaker Notification](#)

• [Food and Beverage Safety](#)

• [Literature, Booths, and Banners](#)

• [Solicitation on Campus](#)

## Relevant University Policy and Procedures (UPPS)

• [UPPS No. 07.04.01 - Expressive Activities Policy](#)

• [UPPS No. 07.04.03 - Solicitation on Campus](#)

• [UPPS No. 06.02.10 - Elections, Voting, and Civic Engagement On-Campus](#)

• [UPPS No. 04.05.10 - Animals on Campus](#)

• [UPPS No. 01.04.08 - Service Animals](#)

### Duration and Length of Time for Posted Literature

## Student Involvement and Engagement

### Physical location:

LBJ Student Center, Suite 204  
 LBJ Student Center, Suite 4-2.1  
 109 Student Center Drive  
 San Marcos, Texas 78666

Literature may be posted for a period of 10 university days or until the day following the event, whichever comes first.



**Email:**

getinvolved@txstate.edu

**Office Hours:**

Monday - Friday

8:00 AM - 5:00 PM

Site Map



**Resources**

**Student Involvement & Engagement Links**

be received from  
Student  
Involvement &  
Engagement prior  
to posting.

**Size of Reviewed  
Posted Literature**

Literature may not  
exceed 22 x 28



[About Texas State](#) | [Careers](#) | [Emergency Info](#) | [Apply](#) | [Legal](#)

Persons may only  
post literature on

material that is

bulletin board in a  
manner in which it  
can be easily  
removed.

When posting  
literature on  
university  
structures such as  
bulletin boards,  
material must be  
dated and include

This is not applicable to flyers or literature distributed by individuals.

### Removal of Posting

Texas State University may remove any sign not containing a current date stamp.

The person posting literature must remove it when the posting period has expired.

Example of a student organization poster with all the required elements



