



TRUMAN STATE UNIVERSITY

[About Truman](#)[Academic Information](#)[Student Resources](#)[Co-Curricular Activities](#)[University Policies](#)[Search/Site Map](#)[Attendance Policy](#)

Updated: March 2004

TRUMAN STATE UNIVERSITY

Posting Policies

Anything publicized on the University campus must follow the guidelines established in this policy. Advertising of events at Truman State University is limited to chartered/registered student organizations and University divisions, departments, and offices that are conducting University business. The only exception to this policy is the advertising of events (generally charitable in nature) that are sponsored by not-for-profit organizations/agencies within the community of Kirksville. Public Posting Areas are:

- Ø Open for use by the general University population
- Ø Examples include classrooms, bulletin boards, and lounges
- Ø Subject to the posting rules and regulations

Private Posting Areas are:

- Ø Offices occupied by faculty or staff, departments, organizations, or divisions
- Ø Residential buildings
- Ø Subject to the discretion of the occupant to post material of a reasonably relevant nature to the University and its activities

Posting:

- Ø The name of the chartered organization, University division, department, or office **must** appear on the posted material as the designated sponsor.
- Ø There will be a limit on all announcements to **one poster/flyer copy per event** per bulletin board.
- Ø Student candidates campaigning for an office or position on campus will be limited to **one poster per candidate/campaign** per bulletin board.
- Ø Electioneering by posting for off-campus positions unrelated to University-sponsored programs or organizations will not be allowed.
- Ø Material may be posted **only** on bulletin boards. Posted material may not be attached to windows, doors, walls, floors, trees, or any other part of the University grounds.

Ø No posting on car windows on campus property.

Ø It is recommended that posted material not be excessively large in proportion to the board on which it is placed in order to make room for other notices.

Ø Posted material advertising non-University-sponsored events must be of **general interest** to the University community and sponsored by a **not-for-profit organization. Commercial posting is not permitted on campus.**

Ø A commercial organization may have its logo displayed on posted material only if it is **working with a chartered group to sponsor a function or a fundraiser that benefits the University organization.** Organizations can contact the Center for Student Involvement (CSI) located in the lower level of the Student Union for more information regarding fundraisers.

Ø Posters should be attached with tacks whenever possible. Staples and tape are not recommended, as they are difficult to remove. Under **no circumstances** should duct tape or other highly adhesive tape be used.

Ø Chartered student organizations, divisions, departments, or offices must submit one copy of the material to the Center for Student Involvement (CSI) and have all materials **stamped for approval before posting.**

Ø Materials promoting the consumption of alcohol, tobacco, or any illegal substance may not be posted on campus. Profanity, obscenity, and the promotion of illegal acts are also prohibited.

Ø It is recommended that an organization that has posted material **be responsible for removing said material within 48 hours after the publicized event** in order to make room for other promotional materials.

Ø Chartered organizations should only remove their **own** material from bulletin boards.

Ø **The University reserves the right to remove any form of posted material, and in particular, any material that does not comply with this policy.**

Banners

Ø All Banners must be approved by CSI.

Ø Banners are allowed in select locations including: **the bridge** between McClain and Baldwin halls, **the arches** of Pickler Memorial Library and McClain Hall.

Ø Chartered organizations are responsible for hanging and taking down banners for the spaces on the bridge between McClain and Baldwin Hall, a **banner approval form** must be completed to reserve a space.

Ø To hang banners at locations other than the bridge, a **banner approval**

form must be completed to reserve a space. The banner spaces are available on a first-come first-serve basis.

Ø After banners are approved by the CSI, the organization can take the banner to the Physical Plant Office located in the Kirk Building. Physical Plant staff will hang all banners on buildings.

Ø To hang banners on residence halls, contact the appropriate hall director or assistant director to obtain approval in advance.

Ø Vinyl, cotton, or clothesline rope must be used to hang banners. Twine is not suitable to hang banners outdoors. **Banners must have 50 feet of rope and secured at all four corners in order to prevent accidents.** It is recommended that banner designs stop 12 inches from all corners to allow for knots to be tied.

Chalk Writing

Ø Writing with chalk on suggested areas is permitted by recognized student organizations, offices and divisions to advertise events of campus-wide interest. **Campaigning or personal dialogues/opinions are not permitted.** Contact the CSI in advance for guidance on suggested chalking areas.

Ø The sponsor of an event, date, time, and location of event must be included in all chalking. **Each organization/office is responsible for removing the chalk** as soon as possible after the event takes place (if the weather does not remove the chalk) as a courtesy to other groups.

Ø Specific areas are designated as **no chalking areas**. These include: **Walls, Trashcans, buildings, steps, bricks, vertical surfaces, trees and pillars of buildings.**

Ø Groups will be **charged for clean up** if chalking occurs in prohibited areas, advertises something other than a campus-wide event, or is not removed within a reasonable time frame after the event occurs. Removal of posting and chalking privileges will occur if more than three offenses take place.

Lawn Signs/Campus Decorations

Ø Lawn signs and/or campus decorations may be permitted for special events or occasions where appropriate. Requests can be brought to the Center for Student Involvement. Final approval for lawn signs and/or campus decorations will be made by the CSI in conjunction with the Physical Plant and Department of Public Safety.

Classroom Chalkboards

Ø Writing on classroom chalkboards is permitted if the information is limited to a small portion of the board and is for the purpose of advertising an organization or University-sponsored event. **Such permission may be subject to an individual instructor's need for the chalkboard.**

Distribution of Literature

Ø Distribution of **non-commercial** literature may take place on campus as long as it does not impede the flow of traffic across campus or into entrances of buildings. It is highly recommended that organizations or individuals inform the CSI in advance of distributing material in this manner.

Ø Commercial distribution of information is **not** permitted on the grounds of the University.

Public Speaking

Ø Individuals who wish to speak publicly on an issue, may do so on the **Student Union mall**. Individuals should contact the Center for Student Involvement in advance. **Open air public speaking will only be permitted within the following guidelines:**

- Public speaking will not be allowed on the mall if the mall has previously been reserved by a student organization or department for another university-sponsored program or purpose;
- Public speaking in this manner may not impede the flow of traffic to and from buildings or into buildings;
- Public speaking in this manner must adhere to the sound amplification policy in terms of sound level and time of day. Contact the CSI for specific information regarding the sound amplification policy.

Ø Specific information regarding sound amplification is available at the CSI and is also included in the student handbook on line.

Sound Amplification

Ø Chartered student organizations wanting to use sound amplification equipment on the Student Union Mall and/or other reservable outdoor locations must obtain advance permission from the Student Union Office. All sound amplification must follow the guidelines as outlined in the campus sound amplification policy. This policy also includes information on the city ordinances of Kirksville.

Information and Fundraising Tables

Ø Chartered organizations may reserve tables to distribute information and conduct fundraisers in McClain and Violette Halls and in the Student Union through the Student Union office.

Ø Some electrical appliances or devices may be used at these tables with prior approval from the Student Union Office.

Ø **Food sales will not be permitted** at tables in the Student Union and on the Mall because of the University contract with the contracted food service company, but is permitted in McClain and Violette Halls.

Ø Ruffling will not be permitted at any table spaces, as it is considered gambling, which is illegal in the State of Missouri.

Ø For information on fundraising opportunities, please refer to the fundraising files located in the student organization work/resource area located behind the CSI.

Table Tents

Ø To display table tents in the dining halls and the Main Street Market, contact the Sodexo office at 785-4197 to reserve the tables. A department must sponsor the event. One to two days may be reserved at one time. A copy of the table tent must first be reviewed by the Food Service office and approved before displaying the tents.

Mailing

Ø All mail delivered in mailboxes must include the name and address of the resident and return address. The campus mail system operates for all academic and residential buildings, including the campus apartments.

Ø The students name, residence hall name and room number must be on all mail sent to students who live on campus.

Ø Mail for chartered student organizations may be placed in the mailboxes in the CSI located in the Student Union. **Commercial information will not be approved for stuffing into organization mailboxes, as this is considered solicitation.** Commercial mass mail or solicited items will be removed and discarded from mailboxes if found. These mailboxes are monitored on a daily basis.

Bulletin Boards

Please limit all announcements to **one copy** per bulletin board. The following is a list of bulletin boards where posted material meeting the above guidelines may be placed:

Violette Hall

Classrooms **30 total**

Second floor: Business Division, Education Division, Math
Division, computer lab - **4 total**

McClain Hall

Third floor: Next to 303 - **1 total**

Baldwin Hall

First floor: North, south and east entrances - **3 total**

Third Floor: Next to room 350- **1 total**

Barnett Hall