

CLAYTON STATE UNIVERSITY

UNIVERSITY POSTING AND ANNOUNCEMENT POLICY

The following posting regulations are intended to protect campus facilities and improve University aesthetics. Postings not in accordance with the regulations will be removed and discarded. Failure to adhere to the regulations may result in a conduct code violation for students and student organizations. Academic and administrative unit violations will be reported to the appropriate administrator. Non-University violators will be reported to the Department of Public Safety. The Department of Campus Life will enforce the University Posting and Announcement Policy and notify the appropriate administrative unit of any infraction.

Posting privileges for approved events and meetings on campus are limited to recognized student organizations, Athletics, academic and administrative units. Non-University persons, businesses, vendors or non-profit organizations are strictly prohibited from posting advertisements, event announcements and services on campus without permission from the Department of Campus Life.

1. Posters, signs or flyers sponsored by student organizations, Athletics, academic and administrative units must be posted on campus bulletin boards designated for general use. Posting on doors, windows, walls, benches, light poles, vehicles, etc. is prohibited. Exception: Room changes may be posted adjacent to or on the classroom door. Bulletin boards designated for department information should not be used for non-departmental postings.

2. Posters, signs or flyers promoting events/meetings require an accessibility statement notifying individuals with disabilities how to request accommodations or obtain alternative formats.

Postings without the accessibility statement will be removed. The required accessibility statement is:

Individuals requiring disability related accommodations for participation in any Clayton State University sponsored event or to obtain print materials in an alternate format for such events can contact the Disability Resource Center at (678) 466-5445 or disabilityresourcecenter@clayton.edu

3. Student Organizations are required to have all posters, signs and flyers approved and stamped by the Department of Campus Life before posting. Groups are only permitted to post 25 posters, flyers and signs per event/meeting. This does not include the distribution of handbills (postcard size 4 x 6 versions of larger posters, signs or flyers). The Department of Campus Life requires a minimum of two (2) business days to process, approve and stamp all submitted posters, signs and flyers.

4. Posters, signs or flyers may not overlap or conceal any portion of another posted poster, sign or flyer.

5. Posters, signs, flyers or banners may not be posted for more than two consecutive (2) weeks.

6. No person is to deface any posters, signs, flyers or banners. Anyone caught defacing a posted item will be reported to the Department of Public Safety and the Office of Student Conduct.

7. Posters, signs or flyers designed in poor taste or with obscene language will be removed.

8. Posters, signs or flyers posted on a bulletin board may not be larger than 11 x 17. Posters posted in Kiosks located on the James M. Baker University Center Main Street may not be larger than 22 x 28.
9. Sandwich boards may not be placed in the James M. Baker University Center.
10. Easels may not be placed on the James M. Baker University Center Main Street.
11. All directional signs in the James M. Baker University Center must be submitted to and placed by the Department of Campus Life.
12. There may be no more than one (1) of the same poster, sign or flyer on any one (1) bulletin board.
13. The name of the sponsoring unit must be clearly stated on all posters, signs, flyers or banners as well as the date, location and time of the event/meeting.
14. Sponsoring units are responsible for removing all posters, signs or flyers within two (2) business days following an event/meeting. Posters, signs or flyers for weekend events/meetings must be removed by the next business day (no later than Tuesday of the following week).
15. The Department of Facilities Management staff must hang all banners outside of the James M. Baker University Center and the Student Activities Center. Banners cannot be attached to light poles, trees, etc. unless authorized by the Department of Facilities Management. Banners must be professional in appearance and removed immediately following an event/meeting. It is the responsibility of the sponsoring unit to make arrangements with the Department of Facilities Management for hanging and removal.

James M. Baker University Center and Student Activities Center banners must be hung by the Department of Campus Life. The banners cannot be any longer than 8 feet; all banners must be a minimum of 4 feet in width. There may be no more than one (1) of the same banner hung in the James M. Baker University Center and Student Activities Center at one time; this includes students wanting to hang several banners of themselves during elections (i.e. Homecoming, Student Government elections, etc.).

16. **All Yard signs** for approved events/meetings must be placed by the Department of Campus Life. Yard signs may only be placed in the following designated areas: (1) In grassy areas along Clayton State Blvd. (from Wellner Drive to Caldwell Drive), (2) along Caldwell Drive, (3) along Simpson Drive, and (4) along the main sidewalk spanning the rear of the James M. Baker University Center (including the Quad – courtyard).

In order to maintain the University image and similarity with the indoor policies, all yard signs must be placed by the Department of Campus Life.

17. The use of chalk on pavement is permitted only along the main sidewalk of the campus courtyard (spanning the rear of the University Center – Quad) and the sidewalk in between Business and Health Sciences and the Student Center.
18. The placing of any flyers, signs, handbills, or other publicity items or materials on vehicles is strictly prohibited.
19. Job opportunity information should be directed to the Office of Career Services.
20. Table tents may be placed on tables in the James M. Baker University Center Commons (food court) with permission from the Campus Dining General Manager. Table tents placed throughout the James M. Baker University Center will be removed at the conclusion of the day.

Table Tents are permitted inside the Café, Game room and Student Organization suite of the Student Activities Center. Table tents are not permitted inside of the fitness center or lobby. Table tent displays should be monitored regularly to ensure neatness and order; tables tents should be removed immediately following the advertised activity, event or program.

21. James M. Baker University Center Main Street Kiosks: Sponsoring units may reserve days to place their posters in an assigned kiosk. In order to place a poster in a kiosk, permission must be obtained from the Department of Campus Life. All posters must meet all poster, sign and flyer regulations except the poster must be no smaller than 22 x 28 (or slightly smaller). Posters may not be posted in the kiosk for more than two consecutive (2) weeks. Posters placed in the Kiosks without permission will be removed and discarded. The Department of Campus Life will maintain a schedule of when the Kiosks are available. The Department of Campus Life requires a minimum of one (1) business day to post.
22. Display cases, encased bulletin boards, and outdoor kiosks: Such display areas are maintained by the Department of Campus Life and are reserved for organization(s)/University unit(s). Materials for display must be delivered to the Department of Campus Life. Posters, signs or flyers must be done in accordance with University standards. Due to space limitations, posters will be hung on a first-come, first-serve basis and may not be posted for more than two (2) weeks prior to the event/meeting date. The Department of Campus Life requires a minimum of one (1) business day to post.
23. Email Announcements: Departmental announcements for general distribution to campus employees and/or students should be sent to the Office of University Relations for inclusion in the bi-weekly Laker Lines email bulletin.

Recognized student organizations or administrative units may send campus announcements through the Department of Campus Life in accordance with the email announcement guidelines <http://adminservices.clayton.edu/campuslife/email.htm>. Only announcements for approved campus events/meetings will be sent campus-wide.

The Department of Campus Life will monitor all campus postings and remove unauthorized, out-of-date, or non-professional signs. Any administrative member of the campus community may remove posters, signs or flyers placed in unauthorized locations. Non-University postings may also be removed. Notify the Department of Campus Life when a poster, sign or flyer is removed in order to ensure the appropriate organization(s)/University unit(s) are informed.

Revised June 2008