

POLICY

Effective Date: 06/05/91
Revised: 05/01/13
Approved By: VU Administration

POL-U8650.01 POSTING POLICY (CAMPUS WIDE)

This policy applies to individuals or groups wishing to post notices on the WWU campus.

Western Washington University recognizes the need for groups and individuals to communicate their activities, services, and ideas to the campus community as well as the need to provide a visually pleasing and organized setting for the campus community to receive such communication. The Viking Union is charged with the responsibility for establishing and enforcing University posting policies.

1. Interior Spaces

Displays on building interiors must be confined to bulletin boards or similar areas provided for that purpose. Attaching signs or other displays to walls, doors, stairs, railings, balconies or other interior structures causes damage and creates hazards and is, therefore, prohibited.

a) Designated Spaces

- i) *Departmental* - These spaces are assigned to University departments for the purpose of disseminating information or providing a service function for those departments. Responsibility for these spaces is assigned to the department chair or designee, who will insure that the use of these spaces is appropriately assigned. A sign shall be posted that includes posting procedures.
- ii) *Topical* - Spaces may be so designated to provide specific types of information (i.e., events, housing, employment) by appropriate University personnel, provided that the use of such space is consistent with the purpose of that department.

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- iii) *Classified Advertising* - Space is designated in the Viking Addition for advertising goods, services and housing. All requests for posting shall be submitted to the adjacent Music Room staff who shall do all posting in this space.
- iv) *Open Posting* - Any posting areas not designated for a particular purpose noted herein, or subsequently assigned by the Viking Union Administration or an authorized department, are available for use by any individual or group, provided that other applicable sections of this policy are observed. Commercial postings are only allowed on unassigned open posting boards.

2. **Exterior Spaces**

Affixing signs, banners, posters or other displays to building exteriors including works of art, plants, walls, balconies, building columns, roofs or fixtures is not permitted, except as noted within these policies. Where required, all reservations shall be made through the Viking Union Reservations Office.

a) **Designated Spaces**

Kiosks - (12 plexi-covered boards located in Red Square and by Arntzen all) are provided for display of long-term Viking Union and Associated Students promotions, or significant all-university events.

b) **Temporary/Event Related**

- i) *Event Components* - These materials shall be defined as graphic components of a particular event which are an integral part of that event. Such materials shall be approved for posting only during the course of and immediately preceding the event. Notices of cancellation or change of a program location shall be included within this definition.
- ii) *Directional* - Materials directing individuals to events or services may be posted on a temporary basis only on vertical surfaces which will not be damaged by such posting.
- iii) *Free Standing* - Materials, such as sandwich boards, may be placed on campus without prior approval, provided that they are for a University sponsored activity and do not block traffic.

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iv) *Locked Glass Cases* – These cases are for WWU and Non-profit postings only. They are maintained by the AS Publicity Center. See Posting Services section of this document for specific requirements and process.

c) **Banners**

i) *Definition* - Banners shall be defined as large format forms of advertising consisting of one (1) single piece of material, rectangular in form, and measuring exactly three (3) by eight (8) feet. Artwork shall be printed professionally or hand painted on durable paper. All banners shall be dropped off at the AS Publicity Center for posting at least one working day prior to the banner reservation.

ii) *Locations* - Banners will be approved for posting in the following exterior locations on campus:

- (1) Arntzen Hall – 1
- (2) Bond Hall – 2 (one is portrait orientation)
- (3) Environmental Science – 2
- (4) Fraser Hall – 4
- (5) Haggard Hall – 1
- (6) Humanities – 1
- (7) Viking Commons – 1
- (8) Viking Union – 2
- (9) Wilson Library – 1

iii) *Conditions for Approval* - Only banners advertising events of a campus wide nature and sponsored by University organizations will be approved for posting. On-going promotional material will not be permitted. Requests will be considered on a first come basis.

iv) *Time and Number Limitations* - Banners will be approved for a maximum of one (1) week of posting time. A maximum of one (1) banner per month, per organization will be allowed.

v) *Posting and Removal* - Posting and removing of banners is the responsibility of the AS Publicity Center.

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- vi) *Method of Approval* - Approved banners is the responsibility of the AS Publicity Center. Banners will be inspected for size, material, appropriateness and correct content.
- vii) *Enforcement* - Any materials not approved and posted by the AS Publicity Center will be removed by University personnel. Sponsoring groups may be billed for removal costs or any damages that occur. The University will not be responsible for damage to materials removed.
- viii) *Exceptions* - Requests for hanging banners in other locations or as part of a special event will be considered by the Viking Union Administration on an individual basis. Requests involving residence halls will be coordinated with the University Residences staff.

d) **Open Posting**

- i) *General* - All unassigned bulletin boards may be used in accordance with the provisions of this section. Commercial postings are only allowed on unassigned open posting boards.
- ii) *Number* - Only one (1) poster per event or activity is permitted per board.
- iii) *Time* - Posters should be removed immediately after the event or activity which they are advertising.
- iv) *Location* - Materials may not be posted over other posters. Areas such as walls, windows, doors, garbage cans, light posts and other non-designated surfaces are prohibited.
- v) *Size* - Posters must be no larger than 11" x 17".
- vi) *Violation/Charges* – Groups in violation of this policy may be charged for work required to enforce this policy.

3. **Posting Services**

The Viking Union will post material for University groups and off campus groups providing events or services of general interest to the University community under the following conditions:

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a) **Number**

Posters will be accepted per event or activity and should be brought to VU 535. The actual number posted will depend upon space availability and current demand.

- i) Associated Students postings – 50 posters
- ii) WWU Affiliated organizations – 34 posters
- iii) Non-University related, non-profit postings – 5 posters

b) **Priority**

Consideration will be given to timeliness, campus sponsorship, and student related activities.

c) **Content**

Material which is deemed commercial advertising will not be accepted. Posters advertising a specific event or activity will be given space priority over ongoing organizational or issue promotion. Sponsorship must be printed on the poster. Defamatory or libelous material will not be accepted.

d) **Size** - A maximum of 11" x 17" will be accepted.

4. **Interior Banner Space**

The Viking Union provides five reservable, vertical banner spaces located on the 7th floor skyway. These spaces are designated for ongoing promotion, long-term advertising campaigns, and major events happening in the Viking Union.

- a) **General** – Banners for the skyway must be printed and hung by the AS Publicity Center.
- b) **Dimensions** – Banners for the skyway must be designed to hang vertically and measure exactly 36" wide by 84" tall.
- c) **Priority** – Consideration will be given to timeliness.
- d) **Content** – Limited to Viking Union, Associated Students, and Student Activities Departments of WWU.

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- e) **Reservations** – Interior banner spaces will be reserved through the Viking Union Reservationist in VU536.
- f) **Term** – Banner locations on the skyway may be reserved for no more than two weeks per banner, and limited to one reservation per office, per quarter.

5. Violations

Violations of these policies may result in sanctions against the organization, individual, or University department including, but not limited to, removal of material and/or cleaning charges.