

## **AS PUBLICITY CENTER**

The Associated Students AS Publicity Center Publicity Center exists to provide comprehensive promotional services for Associated Students programs, support offices, organizations and Western Washington University students.

### **A. GENERAL**

1. The AS Publicity Center will design their work schedule based on program needs and available resources.
2. A.S. groups may be given priority for printing services.
3. The AS Publicity Center reserves the right to refuse service to anyone.
4. The AS Publicity Center and its customers will be bound by the stipulations and agreements of the AS Publicity Center order form.
5. Appeals and exceptions to this policy will be determined by the Publicity Center Coordinator.

### **B. CONSTITUENTS**

1. Students
  - a. Associated Students Programs and Organizations - Services will be provided for those programs and organizations providing a Purchase Order has been issued. All work will be handled on a first-come, first-serve basis.
  - b. Individual students and non-Associated Students student groups may use the AS Publicity Center's services.
2. University Departments

Requests from the Western Washington University Printing Plant will be considered as secondary to Associated Students organizations and students. In order for departments to use the AS Publicity Center, the following procedures must be completed:

- 1) A memorandum must be received from the Western Washington Print Plant authorizing the AS Publicity Center to do the work.

- 2) Upon receipt of the memorandum, the AS Publicity Center will proceed with the order, which may be picked up in the Viking Union Finance Office.
3. Other State Agencies

Printing requests will be accepted per existing agreements and/or per the University Departments' section of this policy.

4. Commercial Use

No commercial printing will be done.

### **C. REFUNDS AND ADJUSTMENTS**

1. The AS Publicity Center and its customers will be bound by the stipulations and agreements of the AS Publicity Center order form.
2. Appeals and exceptions to this policy will be determined by the Publicity Center Coordinator.

**Interpretation and Enforcement:** Publicity Center Coordinator, Facilities and Services Council

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Approved By: Director of Viking Union Facilities in lieu Facilities and Services Council

Date Approved: 06/05/91, 5/05

Organization: Viking Union/Student Activities