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Last Revised: Draft and Consolidates/Updates various

Responsible University Office:

Business and Finance, Facilities

Responsible University Administrator:

Vice Chancellor for Business and Finance

Policy Contact:

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Policy on Posting Materials on University Property

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Scope

This policy applies to all individuals or groups seeking to temporarily post materials on UNK property.

Policy Statement

No temporary *posters* (includes signs/other materials/digital) will be posted on University property without approval by the University. For approved temporary *posters*, the University designates space on interior bulletin boards, the exterior bulletin board located near the southeast corner of the Nebraskan Student Union, and varied digital media.

Temporary posting in the above designated areas requires the signature of one of the following approvers. For student organizations, the faculty/staff advisor's signature is also required.

- a. Dean, Division of Student Affairs or Designee (Memorial Student Affairs Building)
- b. Director, Student Engagement or Designee (Nebraskan Student Union)
- c. Director of Police and Parking Services or Designee (Facilities Building)
- d. Facilities Director or Designee (General Services Building)
- e. Assistant Vice Chancellor for Communications and Community Relations (Warner Hall)

Note: The approval of the Vice Chancellor for Business and Finance is required for any non-University individuals, organizations, or entities seeking to campaign, solicit, promote goods or services, and/or distribute materials on University property. These activities are prohibited near the entrance/approach to events and venues drawing large crowds.

Specific bulletin boards, or portions of those designated for temporary *posters*, may be restricted by a building supervisor for departmental use only—or in the case of Residence Life, by the Associate Dean. A department head, with the approval of the building supervisor, is responsible for authorizing or prohibiting the posting of temporary signs on their department's bulletin board(s). Stamped authorization of these signs is optional.

1. Posting sponsored by recognized UNK student groups or campus departments will receive first priority for available space, although with appropriate approval, anyone affiliated with the University may post in designated areas. Community event postings may be approved as space allows.
2. Posters will be 11" x 17" or smaller. Due to the large number of visitors on campus, all manner of posting should be suitable for all ages—refraining from profanity, [promotion of alcohol or drug use](#), or implication of sexual, racial, or any other form of discrimination. *Posters* not meeting the above criteria, or *posters* that do not have appropriate approval, will be removed.
3. No *posters* shall be pasted, nailed, taped, stapled, or otherwise attached to any part of the interior or exterior (including windows and doors) of University buildings or light posts, telephone poles, trees, or trash receptacles.
4. The University, in the interest of the environment and potential littering, restricts placement of materials on vehicle windshields on all University *property*.
5. Promotion of events using sidewalk chalk or other water-soluble materials is permissible ([Link map](#)) on sidewalks:
 - (a) surrounding Cope Fountain Plaza (CFP),
 - (b) and extending north from CFP and surrounding the Nebraskan Student Union,
 - (c) and extending south from CFP to Bell Tower and campus quadrangle.These areas will be cleaned Monday before noon as warranted.
6. Individuals/Groups using other than water-soluble materials for any promotion or expression on any University *property*, including sidewalks, may be assessed cleaning fees, cited for vandalism, and/or subject to appropriate action per University policy.

Procedures

1. Approver will place a date near the approver's signature indicating a date when the item must be removed.
2. Temporary posting on any University property not specifically designated, as above, will be removed.

3. The individual or group sponsoring a *poster* is responsible for removing it immediately following the final date specified on the authorization stamp, however, custodians or anyone else may remove a temporary sign after the removal date.

History

Include information about previous policy versions or whether this policy replaces an existing policy. (This section is required.)

- Amends *Permanent Exterior and Interior Sign Policy*
- Replaces/Amends *Temporary Signs/Temporary Advertising Policy*
- Replaces *Sidewalk Advertising Policy*, last known revision unknown
- Deletes *Sandwich Boards Policy*, last known revision unknown