



Campus Posting Policy

NAME: **Campus Posting Policy**
ISSUING DEPARTMENT: **Student Affairs**
ISSUED DATE: **July 1, 2020**
REVIEWED DATE: **June 30, 2020**
APPROVING AUTHORITY: **Cabinet**
DATE REVISED: **June 22, 2020**

PURPOSE

The purpose of this policy is to ensure the appropriate use of facilities and common areas of Mansfield University with respect to the posting of notifications, advertising, and other materials. In setting the parameters of this policy, the University seeks to maintain an aesthetically pleasing and respectful campus environment consistent with the educational mission, while balancing the needs and rights of Mansfield students, faculty, staff and community members.

No information or materials will be posted that is inconsistent with or in violation of Commonwealth of Pennsylvania laws, federal laws or regulations, municipal ordinances, or University policy or Code of Conduct. This policy is not intended to infringe upon the First Amendment rights guaranteed by the United States and Commonwealth of Pennsylvania Constitutions.

SCOPE

The procedures provided herein apply, but are not limited to, all Mansfield University faculty, staff, students, affiliated organizations, contractors and the general public. This policy applies to all University facilities and grounds, including the exteriors of all buildings, owned or leased.

RESPONSIBILITY

The Dean of Students, or their designee, is responsible for overseeing compliance of this policy and will ensure that it is reviewed annually. Those using University posting space and individual building administrators should contact the Dean of Student's office with questions related to this policy at 570-662-4342. Mansfield University sponsored events will take priority when utilizing/approving posting space.

Note: University athletic events notifications and advertising/promotional activities are managed directly by the Athletics Department.

DEFINITIONS

Banners - any advertisement, normally larger in size than posting materials, made of vinyl, fabric or other material.

Common Spaces – Interior and exterior areas located on University property that is not assigned to specific individuals, departments or organized groups, but intended to be accessed and utilized for general use by the campus community and the public as a whole.

Damage – Personal action that creates a defect in the physical structure causing an imperfection or weakness to the paint, finish, surface material, or building element impacted.

Exterior Bulletin Board – Exterior bulletin boards are intended to provide space for the posting of general event notifications and other information.

Interior Bulletin Board – Many campus buildings have one or more bulletin boards. Many locations will have bulletin boards designated for specific information such as employee notifications and general building information. Residence halls also have bulletin boards for student information, events, and notifications as well as general building information.

Lawn Sign – Temporary, moveable, event specific, or directional signage.

Posting Materials - Any poster, flyer, sign, brochure, or other advertisement, including electronic media or digital bulletins, items made of paper or similar material.

Sandwich Board – Portable sign holders placed at roads, sidewalks, parking lots or intersections that provide location and other information regarding campus events. Content for Sandwich Board information is coordinated through the Office of the Dean of Students or designee and/or the Office of Marketing and Communications.

POLICY

A. Posting Materials

1. Within each building there may be bulletin boards identified for posting of specific information: (e.g. bargaining unit information, academic organizations, specialized University summer courses, student government, department information, etc.)
2. No interior bulletin board which is set aside for specialized information shall be used for posting of information other than that for which the bulletin board is intended to serve. General information may be posted only on bulletin boards which are designated for general information, or which are undesignated. Failure to abide by the guidelines will result in the removal of the posted material without notification.

3. General information bulletin boards may have specific limitations or approval policies depending on the department supervising that location. It is the responsibility of the individual posting the information to address any questions to the appropriate department personnel prior to posting. No outside entities shall post any materials without prior approval.
4. Outdoor bulletin boards designated for the posting of materials are designed to provide a means to advertise campus events, publicize services for students, faculty, and staff, and to inform of on-campus and off-campus activities. Posting materials shall be placed only within the assigned area on each outdoor bulletin board but shall not be placed on top of existing current notices. When posting new signs, existing signs may not be covered, moved, or removed unless expired. Only one poster per activity may be placed within a given, designated posting area.
5. All postings shall be made of paper and affixed with push pins only. Signs displayed on all campus bulletin boards are restricted to a maximum size of 17"x 24". Signs may not be displayed on the outside of any buildings. (See provisions for banners on buildings in paragraph B. Banners, below). All materials shall include the name of the sponsor, the location, and the specific date and time for the event or activity.
6. Sponsors of the events/services shall remove all posting materials from bulletin boards no later than the next business day following the completion of the event they advertise. Materials that do not have an ending date may be posted for a maximum of three weeks.

Sandwich Boards may be used only to promote an approved University event. The requesting activity sponsor is responsible for obtaining approval for placard content from the Office of the Dean of Students or designee and/or the Office of Marketing and Communications. Placards on sandwich boards shall be removed by the posting organization immediately after the completion of the event, or by no later than the next business day in the case of after-hours events.

Any requests to post materials, signs, and/or notices in any residence hall must be made to the Office of the Dean of Students and/or Office of Student Living. Upon approval and, consistent with this policy, distribution will be facilitated by Student Living staff.

B. Banners

1. Banners may be placed on the exterior of buildings only with the consent of the Office of the Dean of Students or their designee to ensure mounting safety. Facilities Management will be consulted for approval of specific placement locations.
2. Banners may be used only to promote an approved University Event and generally hung no more than three days before an event and must be removed by the event sponsor the next business day after the completion of the event they advertise. Exceptions to duration may apply for activities such as Homecoming, Fraternity and Sorority recruitment periods, and other events requiring longer periods to advertise.

C. Miscellaneous and Temporary Outdoor Sign Placements

1. Certain events or locations may require the placement of outdoor “lawn signs” to inform the campus community of the event or where it is located. Such signage shall be posted no more than twelve (12) hours prior to the event, and must be removed within twelve (12) hours after the event for which they were intended.
2. Printing of this type of signage must be through the University Print Shop where the appropriate University template can be adapted to the desired message or information depicted on the sign. Pre-existing or re-useable signs provided by outside organizations must be approved by the Office of the Dean of Students or designee and/or the Office of Marketing and Communication.
3. Placement of lawn signs must be coordinated with the Office of the Dean of Students, the Office of Student Living.
4. Athletic event signs and other athletic event materials are approved and managed through the Athletics Department.

D. Chalking

1. Chalking is permitted only on sidewalks and other uncovered walkways, and contents of such must be pre-approved by the Office of the Dean of Students.
2. All chalking designs and messages must be made using water-soluble chalk, or a washable, environmentally friendly paint.

E. Prohibited Items and Locations

1. Self-adhesive stickers are prohibited. Decals must be approved by the Office of the Dean of Students.
2. Postings, banners, and sidewalk chalking are not permitted in areas where they could be potentially dangerous, destructive or difficult to install and remove.
3. In areas designated as common spaces, no materials may be displayed on the exterior surface of any University building, on interior or exterior pillars, breezeways or walkways, sidewalks, trees, plant life, artwork, light and lamp posts/poles, benches, trash receptacles, traffic control signs or other existing permanent signs or posts unless otherwise indicated by this policy. In addition, nothing shall be affixed to any walls, windows, doors, or door frames, glass panels, or painted surfaces either outside or inside.
4. Exceptions may apply to notifications placed by department personnel on entrance way doors by or classroom/office doors that are informational in nature and developed to inform faculty/staff/students and guests of an event location or room number change. Additionally, similar notifications to visitors of these areas may be appropriate.

5. Placing materials on windshields or elsewhere on vehicles on campus is prohibited. The only exceptions are official University notifications on parking-related matters as approved through the Mansfield University Police Department.

F. Sanctions

1. Violators of this policy are subject to the laws and regulations of the Commonwealth of Pennsylvania, applicable federal laws and regulations, municipal ordinances, and the rules and regulations of the University, including but not limited to the Student Code of Conduct as applicable.
2. Violation of these provisions constitutes grounds for removal of the material without notification.
3. The University reserves the right to invoice and collect the cost of removal of any posting material, banner or chalking and any associated removal damage repairs to any entity or individual that violates this policy.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page.