

UC Davis Policy and Procedure Manual

Chapter 310, Communications and Technology

Section 27, Posting of Information

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Supersedes: New (information previously in Section 310-25, 3/20/90)

Responsible Department: Facilities—Operations and Maintenance

Source Document: UC Policies Applying to Campus Activities, Organization, and Students

I. Purpose

This section outlines the policies and procedures regarding the posting of information on UCD properties. Information on the hand-distribution of information and literature is available in Section 310-25.

II. Policy

- A. Commercial advertising on State property without lawful permission is a misdemeanor (Penal Code Section 556). Accordingly, commercial advertising may not be posted on University property, with the following exceptions:
 - 1. UCD students, faculty, and staff may post personal advertisements on University bulletin boards, and with prior permission of the department head, on department bulletin boards. Examples include offers of personal services such as child care and housecleaning, or the sale of secondhand furniture or equipment not purchased specifically for resale.
 - 2. Advertising that supports not-for-profit UCD auxiliary or service enterprises is not considered commercial. Such advertising is permitted with approval of the appropriate vice chancellor.
- B. The University's interest in maintaining its properties while promoting freedom of expression requires that reasonable regulations regarding time, place, and manner be placed upon the posting of information on University property.
 - 1. Unregulated posting on bulletin boards, A-frames, stakes, or other surfaces can potentially create disruption of University activities, functions, and services; interfere with pedestrian traffic; pose a hazard for safety; can contribute to clutter, litter, and cause damage and visual blight; and result in expenses for cleanup, handling, and environmental costs.
 - 2. Available appropriate space for posting is a scarce resource. University bulletin boards are not available for public use except as specified in III.C.1, below.
 - 3. Flyers and other information shall not be posted on buildings, walls, windows, trees, blackboards, or other surfaces not specifically intended for such use.
- C. Materials publicizing an approved group-sponsored event for which a UCD Permit to Serve Alcoholic Beverages has been obtained shall not advertise or represent that it is an event where alcohol will be served (see Section 270-21).
- D. Posted information must clearly indicate the name of the sponsoring person or organization. The views expressed are the responsibility of the person posting the material and do not imply endorsement by the University. Materials that do not identify the sponsoring person or organization may be removed.

- E. The sponsoring person or organization may be held responsible for cleanup associated with posting in violation of these policies and procedures. Student organizations violating this policy are also subject to Student Conduct standards and administrative responses that could affect the use of facilities or other privileges afforded the group by the University.

III. Procedures

- A. No poster, handbill, or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus (e.g., walls or doors of building/rooms, windows, building or directional signs, the surface of walkways or roads, fountains, posts, waste receptacles, or trees), including classroom blackboards and the backs of classroom seating.
- B. Organizations or individuals violating any of these regulations may be fined for the cost of damages, cleanup and/or removal of postings.
- C. Materials may be posted on campus bulletin boards as specified below:
 - 1. General purpose University bulletin boards
 - a. There is a limit of one notice per activity/event per bulletin board.
 - b. The following types of notices can be posted on these boards and are subject to the size restrictions noted based on limitations of board space:
 - 1) Materials in conjunction with the regular academic and administrative affairs of the University, including announcements of activities and events sponsored by campus departments and organizations. (Size limit 11" x 17".)
 - 2) Other materials, including notices from off-campus organizations, in conformity with the rules of this section. (Size limit 8.5" x 11".)
 - c. The Custodial Division periodically clears the bulletin boards, normally at the end of every month. The Custodial Division shall immediately remove any materials that are in violation of the policy.
 - 2. Department bulletin boards
 - a. These boards are primarily for items of concern to the department and are administered by the head of the department.
 - b. Department bulletin boards are subject to the same general regulations as general purpose University bulletin boards. Department material shall be given priority
 - 3. Individual faculty member boards

These boards located outside faculty offices are designated for the posting of teaching schedules and notices pertaining to course work and are administered and maintained by individual faculty members.
 - 4. Classroom notice boards

These boards are exclusively for notices regarding the cancellation or relocation of courses and are administered and maintained by the Registrar's Office for general assignment classrooms, or the controlling department for other classrooms. Organizations or individuals posting other materials on these boards may be fined.

5. Student housing boards

Rules for these boards are available from the Student Housing Residential Education Office. They are primarily for notices of interest to residents or staff.

6. Campus directional sign boards

These boards are exclusively for directional signs approved and posted by Campus Events and Visitor Services.

D. Stakes and A-frames

1. May be used to announce on-campus events or for materials associated with student government elections.
2. Shall not be placed in locations that damage lawns or grounds, interfere with the free flow of traffic, or create a safety hazard.
3. Must be removed by the sponsoring organization or individual within 24 hours following the event.
4. Banners are not permitted on stakes or A-frames in any residential area.
5. Any stakes or A-frames that violate these policies shall be removed by the Grounds Division and stored for 30 days.

IV. Further Information

- A. For information on approved general posting locations, contact Buildings and Grounds, Facilities—Operations and Maintenance.
- B. For information on posting in residential areas, contact the Student Housing Office.
- C. For further information on other forms of distribution, see the appropriate policy designated in V, below.

V. References and Related Policies

- A. UC Policies Applying to Campus Activities, Organizations, and Students (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>).
- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 270-05, Campus Organizations.
 2. Section 310-15, Mail Services.

3. Section 310-16, Electronic Communications Policy.
4. Section 310-18, Mass Electronic Messaging.
5. Section 310-25, Distribution of Information and Literature.
6. Section 310-26, Distribution of Periodical Publications.
7. Section 310-30, Directives.
8. Section 380-21, Employee Organization Access Regulations.