

## UNIVERSITY EXTERIOR POSTING

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 by WAC 516-23-045 with the responsibility for establishing and enforcing University posting policies.

### A. INTERIOR SPACES

1. 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.
2. Designated Spaces
  - a. 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 signed. A sign shall be posted that includes posting procedures.
  - b. Topical - Spaces may be so designated to provide specific types of information (i.e., events, textbook exchange, ride sharing, employment) by appropriate University personnel, provided that the use of such spaces is consistent with the purpose of that department.
  - c. Classified Advertising - Space is designated in the Viking Union for advertising goods, services and housing. All requests for posting shall be submitted to the Lost and Found Coordinator, VU-424 who shall do all posting in this space.
  - d. 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.

## B. 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.

### 1. Designated Areas

- a. Kiosks (12 Plexiglas-covered boards located in Red Square and by Arntzen Hall) are provided for display of long-term information by University-related programs, offices and departments as follows:

One (1) Kiosk space on permanent assignment to the following:

Ethnic Student Center – Red Square #1	VU Administration – Red Square #3
VU Administration – Red Square #4	Outdoor Center – Red Square #5
AS Productions – Red Square #6	Recycling Education – Arntzen #4 AS
Resource & Outreach – Arntzen #5	

Red Square #2, Arntzen #1, #2, #3, & #6 for campus organizations for one (1) week per event.

### 2. Temporary/Event Related

- a. 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.
- b. Directional - Materials directing individuals to events or services may be posted on a temporary basis only.
- c. 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 or present a hazard to persons.

### 3. Banners

- a. Definition - Banners shall be defined as large format forms of advertising consisting of one (1) single piece of material, rectangular in form, with one (1) dimension at

least four (4) feet in length, and no larger in size than four (4) by twelve (12) feet. Lettering or artwork shall be done with non-water-soluble materials.

- b. Locations - Banners will be approved for posting in the following exterior locations on campus: Arntzen Hall (2); Bond Hall (3); Fraser Lecture Hall (4); Miller Hall (2); Wilson Library (1); Environmental Science (1).
  - c. Conditions for Approval: Only banners advertising events of a campus-wide nature and sponsored by University organizations or departments will be approved for posting. On-going organizational promotional material or general statements will not be permitted. Requests will be considered on a first-come basis. All banners must be stamped in VU 535 prior to posting. Failure to do so will result in removal of the banner.
  - d. Time and Number Limitations - Banners will be approved for a maximum of one (1) week (seven days) prior to an event; in the event of high demand, shorter posting times may be established. A maximum of one (1) banner per event, per group will be allowed.
  - e. Posting and Removal - Posting and removing of banners and tape is the responsibility of the sponsoring organization. Materials must be removed within twenty-four (24) hours after the advertised event. Charges may be levied for removal by Viking Union or other University personnel and for damages.
  - f. Method of Approval - Approved banners will bear a "Viking Union" stamp in the lower right-hand corner. Banners should be brought to Viking Union 547 for approval. A list of approved banners will be maintained, by the Viking Union Reservationist. Failure to produce a banner for stamping by the reserved date will result in forfeiture of that reservation.
  - g. Enforcement - Any materials not stamped and registered 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.
  - h. 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.
4. Open Posting
- a. General - All unassigned bulletin boards may be used in accordance with the provisions of this section.

- b. Number - Only one (1) poster per event or activity is permitted per board.
- c. Time - Posters should be removed immediately after the event or activity which they are advertising.
- d. Location - Materials may not be posted over other posters.
- e. Size - Posters must be no larger than 11" x 17".
- f. Violations/Charges - Groups in violation of this policy may be charged for work required to enforce this policy.

### **C. POSTING SERVICES**

The AS Publicity Center 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:

1. Number - Ten (10) posters will be accepted per event or activity for posting on general University exterior boards and thirty three (33) for University Residences and should be brought to VU 547. The actual number posted will depend upon space available and current demand.
2. Priority - Consideration will be given to timeliness, campus sponsorship, and student related activities.
3. Content - Material which is primarily commercial advertising in nature will generally not be accepted. Sponsorship must be printed on the poster. Defamatory or libelous material will not be accepted.
4. Size - A maximum of 11" x 17" will be accepted.

#### **D. 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.

**Interpretation and Enforcement:** VU Administration per WAC provisions and appeals through appropriate council.

POSTING.POL

Approved By: Viking Union Administration

Date Approved: 04/77, 06/05/91, 03/09/99, 06/04/99, 5/05

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Organization: Viking Union/Student Activities