

# CAMPUS POSTING REGULATIONS

Unless the context specifies a different meaning, the following definitions apply:

- **Sign** - any printed or digital material printed on paper, card stock, or cardboard, included but not limited to decals, photographs, posters, placards, index cards, notebook paper, handbills, brochures, and announcements. A *properly posted* sign is one that has been displayed in accordance with these posting regulations.
- **Banner** - any sign larger than 22 inches x 28 inches.
- **Posting** - any means for publicly displaying a sign other than carrying it by hand or attaching to one's person.
- **Authorized College Official** - Campus Dean of Student Development, the Coordinator of Student Engagement & Activities, the Director of Campus Services or their delegates.
- **Harassment** – *Harassment* is hostile, threatening, or intimidating conduct or speech, whether oral, written, or symbolic, that is directed at specific individual(s) and is sufficiently severe, pervasive, or persistent, and objectively offensive that it interferes with or diminishes the other individuals' ability to participate in or benefit from the activity, program, service, or privilege provided by the College. *Harassment* also includes harassment based on race, sex, and any other legally protected status as defined in Board Policy IV-B-3-b (<https://www.sanjac.edu/about/policies-procedures/IV-B-3-b-Policy-on-Employee-Harassment.pdf#search=policy%20IVB3b>), Board Policy III.3006.D (<https://www.sanjac.edu/sites/default/files/inline-files/III.3006.D-Sexual-Misconduct-8-4-2020.pdf#search=Board%20Policy%20III3006D>), and Complaint Procedure 300 (<https://publications.sanjac.edu/general-information/student-information/student-rights-responsibilities/complaint-procedures/discrimination-harassment-complaints/>) of the Student Handbook.

## Carrying Signs or Displayed Signs

Currently enrolled students engaged in expressive activities may display signs in outdoor locations on campus in accordance with this procedure. No pre-approval is required. However, all signs (whether carried or posted in a fixed location) shall not:

- be obscene (as defined in the College's Expressive Activities Procedure VII.7003.A.a, subsection III) (<https://www.sanjac.edu/about/policies-procedures/VII-7003-A-a-Expressive-Activities.pdf#search=%20Procedure%20VII7003Aa%20>);
- be defamatory or libelous (as defined in the College's Expressive Activities Procedure VII.7003.A.a, subsection III);
- constitute *fighting words*;
- seek to direct, incite, or produce imminent lawless action (as defined in the College's Expressive Activities Procedure VII.7003.A.a, subsection III);
- promote commercial products or services and/or constitute commercial solicitation;
- infringe upon intellectual property rights of the College;
- violate copyright or trademark law;
- constitute harassment as defined above; or
- promote academic dishonesty, underage drinking, or unlawful use of controlled substances.

Signs shall be made of paper, paper poster board, foam board, card stock, or card board. Signs made of wood, metal, glass, or hard or rigid material are not allowed. Signs on sticks or poles are not allowed. Students may display signs only by carrying them in their hands or otherwise attaching them to their persons or wheelchairs.

Signs may not be used or displayed to interfere with safety signage or traffic lights, block sidewalks or fire hydrants, impair visibility for drivers, or pose a substantial safety risk. Additionally, students shall not:

- materially interfere with the free entry to or exit from a building, structure, or facility;
- materially interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
- deny the use of offices or other facilities to students, faculty, staff, or guests of the College;
- threaten or endanger the physical safety of any person;
- force material on an unwilling recipient;
- engage in conduct that is likely to result in damage to or destruction of property or to cause disruption in utilities; or
- attempt to prevent a College event or other lawful assembly by the threat or use of force or violence.

Additionally, all signs in a fixed location must include the name, phone number, and email address of the responsible student organization or student posting the signs so that College officials may contact the student organization or student if needed. Finally, it is recommended that all signs be in the English language or contain English translation of non-English language passages.

The College may confiscate a sign that violates these rules or that is carried in a manner that violates these rules. In situations in which an individual carries a sign or handles a sign in a manner that violates these rules and the violation occurs in the presence of an Authorized College Official or campus police officer, and the situation does not present an imminent danger to others, the official or officer first will orally warn the individual that the sign violates these rules. If the student declines to comply, the official or officer may confiscate the sign.

A violation of these procedures may result in discipline pursuant to the Code of Student Conduct (see 3.4.6 of the Code of Student Conduct (<https://publications.sanjac.edu/student-handbook/code-student-conduct/>)).

## Posting Signs in Outdoor-Areas

Currently enrolled students and registered student organizations may post a sign in an outdoor area in accordance with this procedure. Signs shall not be attached or posted:

- to shrubs or ornamental plants;
- to a tree;
- to a permanent sign installed for another purpose;
- to cover another sign or part of another sign;
- to a fence or chair or its supporting structure;
- to a brick, concrete, or masonry structure;
- to streetlights or utility poles;
- windows or doors of College buildings;

- on or adjacent to a fire hydrant; or
- between a curb or sidewalk.

No permission is required before a student may post a sign on an outdoor bulletin board; however, each sign must receive a stamp with an expiration date by an Authorized College Official prior to posting. No sign advertising an event may be posted more than 14 calendar days before the event. A sign advertising an event must be removed after 14 calendar days or one day after the conclusion of the event, whichever is earlier. The College may remove any sign that does not comply with these rules.

To ensure reasonable access for all students, students and registered student organizations are limited to posting two signs on the same outdoor bulletin board or kiosk at any given time.

Only thumbtacks or push pins may be used to attach signs to bulletin boards. Signs on an outdoor bulletin board or kiosk must be no larger than 22 inches x 28 inches and no smaller than 3 inches x 5 inches. Individual students may post signs containing personal solicitations (buy-sale-trade), but such signs cannot be larger than 5.5 inches x 8.5 inches and may be placed only on bulletin boards specifically designated for "buy-sale-trade" postings. "Buy-sale-trade" postings are limited to advertisements for roommates, subleases, and the sale or trade of used goods or books that the seller has personally owned and used. Signs must be posted so as not to overlap or conceal other properly posted signs. No student may remove another student's properly posted sign.

In addition to posting signs on an outdoor bulletin board, currently enrolled students and registered student organizations also may display a sign outdoors by using (i) a free-standing display wire stand that can be inserted into a grassy area or (ii) a wooden stake that is less than 18 inches tall and less than ¼ inch thick and that is capable of being inserted into a grassy area. Administrative approval is required. Signs may not be larger than 22 inches x 28 inches and cannot be smaller than 3 inches x 5 inches. Students are limited to two signs per grassy area or plaza area and may not promote a commercial purpose. Examples of approved materials are available in the Office of Student Engagement & Activities.

When members of the same student organization are posting signs or banners related to or on behalf of the student organization, the two-sign limit applies to the entire organization and its members.

Before posting a sign, the student or registered student organization must submit a copy, photograph, or description of the proposed sign along with the dimensions and composition to an Authorized College Official or designee. The student must identify the proposed location for the sign. Student requests to post a sign shall be approved or not approved within three working days. A request to post may be denied for any of the following reasons:

1. the proposed use is not in a suitable location because the design or dimensions of the display will substantially interfere with pedestrian access, traffic flow, or public safety;
2. the proposed use conflicts with previously scheduled activities and events in the same area, including previously scheduled signs;
3. additional signage would exceed the capacity of the area;
4. the proposed sign is commercial in nature;
5. the student is under suspension or is ineligible due to a previous violation of these regulations within the previous six months that either was not appealed or to which an appeal has been denied; or

6. the sign violates these procedures such as standards relating to materials or size (the specific provision shall be identified in case of denial of a request).

If a request is denied based on location, the College shall propose an alternate location if available.

If a request is denied, the student may seek review of the decision by the Associate Vice Chancellor of Student Services, who shall rule on the appeal within three working days based on the standards in these procedures.

Registered student organizations may post a *banner* as defined in these regulations. Individual students may not post banners. Registered student organizations that desire to display a banner shall follow the same approval applicable to signs. When allowed by these regulations, the posting of banners is generally restricted to the interior and exterior of the student center building. The Student Engagement and Activities Coordinator or their designee must approve the precise location and method of attachment in advance.

## **Posting Signs on Indoor Bulletin Boards**

Students and student organizations may not post signs on the walls, ceilings, windows, or doors of any College building. Registered student organizations and students may request to post notices or signs on indoor College bulletin boards. College bulletin boards are in limited quantity and are not designated for free expression. General purpose bulletin boards are under the jurisdiction of the campus Dean of Student Development, while special purpose bulletin boards are under the jurisdiction of the department that maintains the bulletin boards.

These posting regulations shall not be construed to prohibit occupants of private offices or College departments or contracted vendors from posting signs, artwork, or decorations necessary to facilitate College-conducted or -sponsored operations or activities.

**General purpose bulletin boards:** Signs posted on general purpose indoor bulletin boards shall not exceed 16 inches x 20 inches and shall comply with these procedures. The content of such signs and postings shall be restricted to the promotion of events and activities sponsored by recognized student organizations, including membership drives. Only thumbtacks or push pins may be used to attach signs to bulletin boards. Student requests to post a sign shall be approved or not approved by the Dean or department maintaining the bulletin board within three business days based on these administrative procedures. Signs approved for posting indoors shall be stamped with an expiration date by the Student Engagement and Activities Coordinators or their designees approving the posting. Persons or organizations who post shall remove each sign not later than 14 calendar days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

All indoor signs must be approved and stamped with an expiration date by the Student Engagement and Activities Coordinators or their designees prior to posting. Posting period may not normally exceed 14 days. Persons or organizations who post are responsible for removal of the signs within 24 hours after the expiration date. Improperly posted or unauthorized signs will be removed and discarded without notice. Persons or organizations responsible for improperly posted or unauthorized signs are subject to disciplinary action.

**Special purpose bulletin boards:** A College department or administrative unit may regulate the posting of signs on bulletin boards or other designated locations maintained by the department or unit. Such

regulations may include rules limiting the size of signs, limiting how long they are posted, requiring each sign to show the date it was posted and the name of the person or organization who posted it, and similar rules designed to facilitate fair and equal opportunities to post signs. Such regulations may restrict access to the official business of the department or unit or to certain subject matters of interest within the unit (e.g., promoting programs or work opportunities). Regulations shall not discriminate on the basis of a political, religious, philosophical, ideological, or academic viewpoint. A department or unit that allows the posting of signs on special purpose bulletin boards will post near or on the bulletin board the regulations applicable to the bulletin board or, alternately, shall direct people to the office where the regulations can be found.