

POSTING MATERIALS ON CAMPUS

POLICY NUMBER: ADM-POSTING

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR STUDENT AFFAIRS

RESPONSIBLE OFFICE: DIRECTOR, STUDENT UNION/UNIVERSITY CENTER

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – APRIL 1, 2021

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – APRIL 1, 2025

SUPERSEDED POLICIES: POSTERS; BANNERS; CHALKING

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

A. POSTING ELIGIBILITY

Student organizations registered with the Office of Student Engagement and University departments of Northern Kentucky University are eligible to post materials on campus.

B. POSTING AUTHORIZATION

1. All banners, flyers/handbills, and posters must be authorized and stamped by the Vice President for Student Affairs/Dean of Students designee, Student Union Management, located at the Student Union Information Desk (second floor). The Student Union management stamp indicates review of the party requesting permission to post notices and does not indicate an endorsement of content. In most cases, posting is restricted to the promotion of campus-related activities. The posting should display the time, date, location, and sponsor of the event.
2. Advertisement of off-campus functions will not be authorized unless the event is sponsored by a registered student organization or a University department.
3. Campus postings are limited to 30 days.

C. DISCLAIMER

1. Northern Kentucky University disclaims all responsibility for the contents of posters, handbills, flyers, or other written material posted at the University.
2. Students, faculty, staff, and administrators must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws.
3. Posters promoting establishments that sell alcoholic beverages or relating to alcohol will not be approved. However, posters promoting alcohol awareness and responsible decision-making will be approved.

D. VIOLATIONS AND POSTING REMOVAL

1. Registered student organizations and University departments are responsible for removing their posted notices at the conclusion of the stamped expiration date.
2. Anyone noticing violations of this policy should contact the Office of the Dean of Students.

3. Campus buildings will be periodically inspected. Postings found in violation of this policy will be removed and discarded.
4. Violators of this policy will be given one warning by Student Union Management. Further violations may result in suspension of posting privileges.

E. APPROVED METHODS OF POSTING

BANNERS

1. Banners will be made on twin-sized flat bed sheets with dimensions 66 inches wide and 96 inches long. Twelve (12) inches at the top must be left blank for hanging purposes.
2. Only one banner per organization or department may be displayed at one time. The organization is responsible for making the banner.
3. Banners must list sponsoring organization, time, date, name, and place of event.
4. Only registered student organizations or university departments are permitted to hang banners and only in designated, reservable spaces.
5. There are eight (8) designated banner spaces in the Student Union. Three (3) on the glass facing the Dean's Office, three (3) along the glass facing Nunn Hall, and two (2) on the glass facing the stairs coming up from the first floor.
6. There are three (3) designated banner spaces inside the University Center located directly above the Information Desk. Banners inside the University Center cannot hang below the bottom of the balcony concrete facade. There is also designated banner space outside the University Center (central plaza side) on the second floor balcony.
7. Banners may not be displayed in any other location on campus without approval from Student Union management.
8. Banner space may only be reserved through the faculty/Staff Advisor using the [Reservation Request System](#) to advertise an event open to the entire campus for a maximum of two week (14 consecutive days) per event in only one location at a time. Banners cannot be moved around during the week.
9. Banners must be dropped off in Student Union (SU) Room 192. Banners will be hung within a day of drop off. The banners will be hung by Student Union staff from the railings with material provided by the Student Union.
10. The Student Union has the right to deny banner space if the banner violates University policies or conflicts with the mission and values of Northern Kentucky University. Final determination will be made by the Director of the Student Union and/or their designee.
11. Banners will be taken down and put underneath the table in the kitchenette area on the third floor of the Student Union after the reservation has ended.

CHALKING

1. Chalking of sidewalks is permitted by registered student organizations, University departments, and registered students to publicize campus events.
2. Chalking sidewalks for any purpose other than announcing campus events is prohibited unless permission is granted by Student Union management. Failure to abide by this standard will result in disciplinary fines and removal of the chalked messages.

3. Chalked messages must be written on horizontal sidewalks and fully exposed to the weather elements.
4. Chalked messages must be written at least 30 feet from the entrance to any building.
5. Chalking is not permitted on brick paving surfaces, buildings, signs, walls, pillars, posts, benches, planters, doors, windows, fountains, gates, bridges, trash receptacles, steps, and light posts.
6. Chalking is allowed for five (5) university business days. Clean-up must be conducted by the responsible party at the conclusion of the fifth (5th) working day. If chalking is not totally removed, there will be a charge for clean-up.
7. Only water-soluble chalk may be used. Paint (latex or oil-based), spray/adhesive chalks, markers, inks, or similar products are not permitted

FLYERS/HANDBILLS

1. A flyer is usually an 8 ½ x 11 inch sheet of paper that can only be distributed by hand and/or posted in an approved area.
2. A handbill is a small printed sheet to be distributed by hand.
3. There is a limit of 100 flyers per campus event.

POSTERS

1. A poster is a sign that is affixed or posted on an approved wall or bulletin board that shall normally not exceed 24 x 36 inches.
2. There is a limit of 50 posters per campus event.

F. APPROVED AREAS FOR POSTING

Items may be posted on concrete surfaces and non-department bulletin boards (only one (1) posting per bulletin board permitted) inside all buildings with the following exceptions:

- Lucas Administrative Center – only on bulletin boards located on the second, third, fourth, fifth, sixth and seventh floors across from elevators
- Albright Health Center – only on concrete stairwell walls and bulletin boards
- Nunn Hall – only on bulletin boards
- Steely Library – on designated bulletin boards in library loggia
- Student Union – only on designated bulletin boards
- University Center – only on concrete walls in stairwell between the ground and first floors
- Griffin Hall – on bulletin boards outside of restrooms on first, second and third floors, student lounges on the second and third floors, bulletin board on the 1st floor by south stairwell
- Health Innovation Center (HE) and Founders Hall (FH):
 - First floor – next to HE 110, in front of the restrooms
 - Second floor – in front of elevator on FH side and 253 near entrance
 - Third floor – in front of elevator on FH side and next to elevators on HE side
 - Fourth floor – next to elevators on FH side and next to elevators on HE side
 - Fifth floor – next to elevators on FH & HE sides

G. PROHIBITED AREAS FOR POSTING

- On the exterior surfaces of any University buildings or on lamp posts, garbage cans, or trees
- On any window or door
- On any painted, wood, or wall covering surface inside buildings
- On any glass surface or framework
- Inside restrooms
- Inside elevators or on elevator doors
- On any light fixture
- Inside classrooms (bulletin boards in classrooms are for academic use)
- On parked vehicles on University property
- On or in permanent or temporary art galleries
- Covering or touching any impressed or raised University lettering on concrete walls

H. POSTING IN GLASS-ENCLOSED BOARDS

Permission for displaying authorized posters inside glass-enclosed bulletin boards must be obtained from the office or department to which the board has been assigned.

I. AREAS FOR INDIVIDUAL STUDENT-PLACED NOTICES

The following bulletin boards are reserved for student-placed notices only and are identified as open bulletin boards. Notices advertising for sale, tutoring, car pools, etc., are permitted on these bulletin boards and do not need to be authorized or stamped by Student Union management. Only one posting per bulletin board is permitted:

- University Center: Two bulletin boards next to UC 135 on the first floor
- Founders Hall: Bulletin board across from the elevators on the second floor
- Nunn Hall: Bulletin board at the second floor plaza entrance
- Landrum Academic Center: Bulletin board across from the elevators on the third floor
- Fine Arts Center: Bulletin board across the third floor entrance
- Business Academic Center: Bulletin board next to the elevators on the second floor

J. STUDENT GOVERNMENT ELECTIONS POSTINGS

The regulations for posting prior to Student Government Association elections are governed by the rules of the Election Board and are available in the Dean of Students and Student Government offices.

II. ENTITIES AFFECTED

Faculty, Staff, Students, Campus Organizations, and anyone else attempting to display or distribute materials on NKU's Campus

III. EXCEPTIONS

Any exceptions to this policy will be made by the Director of the Student Union and/or their designee.

RELATED POLICIES

[Free Expression](#)

REVISION HISTORY

| REVISION TYPE | MONTH/YEAR APPROVED |
|---|---------------------|
| Revision – combines and updates three policies: Posters, Banners, Chalking | April 1, 2021 |
| | |

POSTING MATERIALS ON CAMPUS

PRESIDENTIAL APPROVAL

PRESIDENT

Signature *Ashish Vaidya*

Date 4/1/21

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 5 / 12 / 21.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____ / ____ / ____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
 - The Board of Regents rejected this policy on ____ / ____ / ____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature *Bonita Brown*

Date 05/18/21

Bonita J. Brown