

University Policies & Procedures



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SUBJECT: **POSTINGS, BILLBOARDS AND BANNERS**

POLICY NO.: **750-02** REVISION: **PARTIAL** ISSUED: **11/15/2004** EFFECTIVE: **11/15/2004**

POLICY:

The distribution of written or printed matter, other than those resulting from the transaction of official university business and academic activity, shall be permitted on campus, subject, however, to reasonable directives as to time, place, and manner.

PURPOSE:

To allow for the free expression of written ideas and information beyond the official communication of university business and academic activity while providing for the orderly distribution thereof.

PROCEDURES:

1. AUTHORIZATION TO POST ON ASSOCIATED STUDENTS BULLETIN BOARDS

Application for Permit:

A Posting/Distribution of Literature Form must be completed and approved by of the Matador Involvement Center located at the east end of the University Student Union prior to the posting of any materials.

2. AUTHORIZATION TO POST ON COLLEGE, DEPARTMENTS, AND OFFICE BULLETIN BOARDS

All such boards should contain a notice identifying the office of the person who is responsible for its upkeep and authorized to permit posting. Contact that individual to request permission for posting. The rules governing such boards shall be determined by all current applicable codes, regulation, and campus policy, and by the authority of the appropriate college dean, department chairperson, or area director in coordination with the University Facilities Planning Department.

3. AUTHORIZATION FOR USE AND PLACEMENT OF BILLBOARDS

Application for Permit:

A Posting/Distribution of Literature Form must be completed and approved by the Matador Involvement Center located at the east end of the University Student Union prior to posting. Contact the Matador Involvement Center prior to the construction of a billboard; billboards are restricted by size and materials.

4. AUTHORIZATION TO HANG BANNERS

Application for Permit:

A Posting/Distribution of Literature Form must be completed and approved by of the Matador Involvement Center located at the east end of the University Student Union. Contact the Matador Involvement Center prior to the preparation of the banner; banners are restricted by size and materials.

5. VIOLATIONS

Any violations of the regulations governing the distribution and/or posting of written or printed matter shall be cause for the immediate rescission of the privilege to do so and, additionally, may result in the privilege being suspended for a period of time, the applications of charges for damage, repairs, and/or clean-up, or may result in criminal or civil prosecution commensurate with the seriousness of the violation involved.

6. Distribution of written material for which a donation will be solicited requires, in addition to the Posting/Distribution of Literature Form, the appropriate space/events registration form to be completed.

7. Sale of written material is governed by the Commercial Activities Policy . Please contact The University Corporation for approval.

REFERENCES:

California Code of Regulation, Title 5, Division 5, Chapter 1, Subchapter 5, Article 9

RESPONSIBILITIES:

The regulations or rules governing use of Associated Students' bulletin boards and the campus kiosks shall be displayed thereon. The President's designee for purposes of implementing this policy is the Vice President for Student Affairs

FORMS:

Posting/Distribution of Literature Form (PDF Format)

FURTHER INFORMATION:

Matador Involvement Center
University Student Union, 818-677-5111

Approved by the President

California State University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330 / Phone: 818-677-1200 / © 2006 CSU Northridge

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