

The amplification of music shall be restricted to the hours between noon and 1 p.m. and 7 and 10 p.m. (Monday through Friday), while voice amplification may be approved to occur between the hours of 11 a.m. and 10 p.m. (Monday through Friday).

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four business days in advance of the event to the Office of Student Life.

305.00 Non-University Speakers

Non-university persons/groups may be invited to participate in events sponsored in University facilities upon invitation of the student governments, other University schools and units, or registered campus organizations. Non-University speakers or entities may not schedule facilities or collect funds therein unless sponsored by a University department, official unit, or registered campus organization. It is the expectation of the University that all speakers and entities will recognize that the essence of the University is to provide for the free exchange of ideas and the expression of a variety of intellectual perspectives. On-campus programs should be designed in the best interests of the educational process, allowing appropriate opportunities for audience interaction.

The only facilities exempt from this sponsorship provision are the outdoor areas of the campus open to the public generally. Use of these areas by non-University persons without a campus sponsor, however, may not involve the use of amplified sound, and may not interfere with scheduled events by registered campus organizations and University departments.

306.1 Posting Regulations

These regulations, pertaining to both campus affiliates and non-affiliates unless otherwise stated, permit the posting, distribution and exhibition of materials on campus within the guidelines below. Posting that may damage any University property is prohibited.

These regulations apply to individual members of the campus community as well as groups and organizations. The University reserves the right to remove any posting violating these guidelines, or for administrative or facility maintenance reasons. Fines may be assessed for violating these guidelines.

All materials must be reviewed by the Office of Student Life prior to posting to ensure that the materials clearly indicate the name of the sponsoring organization(s), unit(s) or individual(s) and their contact information.

Materials acceptable for posting:

- A. Noncommercial Materials: “Noncommercial materials” refers to printed material that is not sold or distributed for private business or personal profit, or the promotion of such profit. Examples of noncommercial material include announcement for activities, events and services.
- B. Occasional/Incidental Sale by a Campus Affiliate: Public notices regarding the occasional/incidental sale of personal property belonging to students and employees of the University and those offering educationally related services or information of interest to UC Merced students, faculty and staff are permitted. These notices must be posted in the area(s) indicated for campus affiliated advertising only.
- C. Events/Goods/Services: Advertisements, posters and literature related to events/goods/services for commercial and non-commercial purposes.

307.1

Unacceptable Posting and Advertising Methods

- A. Classroom Chalkboard/Dry Erase Board Posting and Announcements - Written announcements of upcoming events on chalkboards or dry erase boards in any instructional facility that has limited chalkboard space, is prohibited. Academic use of chalkboards will always take precedence over other uses.
- B. Chalking of sidewalks, walkways and buildings is not permitted on University property. Exceptions for sidewalk chalking will be granted by the Office of Student Life for affiliates only with the stipulation that approval is requested in advance of chalking and that all chalk removal costs are covered by the sponsoring group or individual.
- C. Use of materials to mount advertisements that will damage posting surfaces, which include but may not be limited to masking tape, scotch tape, glue, paste, nails and duct tape are prohibited.
- D. Unless otherwise indicated, posting in or on campus buildings, sidewalks, trees, bridges, bike path railings, windows (except as approved by specific departments), traffic signs, fixed poles, blue light poles, lamp poles, doors, fountains, benches, trashcans, shrubbery and all other areas not suitable for staples or tape and not specifically identified in these regulations is prohibited.
- E. Unless otherwise indicated, writing, posting or taping directly on sidewalks, paths or on the exterior or interior surfaces of buildings or walls with any material is a violation of these regulations.
- F. Posting on top of or removing announcements that are current is a violation of these regulations.

- G. No flyers, announcements, or literature of any kind may be placed on automobiles (e.g., under the windshield wipers) on University property.
- H. No flyers, announcements, or literature of any kind may be left unattended on campus grounds or in classrooms. That is, literature may be handed to interested persons or posted appropriately in designated areas for their information, but it may not be left for others to pick up.

308.1

The Approval Process

- A. The Office of Student Life will keep a record of all approved posting areas on campus.
- B. The Office of Student Life must approve all materials (i.e. ensure that the materials include the name and contact information for the sponsoring entity) prior to having materials posted or taken for secondary approval to post in restricted areas. The only exception permits the Housing and Residence Life Office to approve materials to be posted by Student Housing Staff and the Resident Housing Government only within the designated posting areas of student housing.
- C. Secondary approval is required to post in restricted posting areas by campus affiliates only. After securing approval to post materials by the Office of Student Life, campus affiliates must seek secondary approval by a particular owner (school/department/office) of the space. Please check with the main reception area of the specific school/department/office for the location you wish to post. Secondary approval will be granted per guidelines available in specific school/department/office.

309.1

Approved Advertising/Posting Areas:

- A. Posters and Announcements
Bulletin Boards and other designated posting areas are marked with the type of acceptable posting. All materials must be approved prior to posting. When posting documents with tape, painter's tape (e.g., blue tape) must be used to protect the posting surface.
 - 1. Campus Boards – only campus affiliates may post in these designated areas.
 - 2. Restricted Boards – only campus affiliates may request to post materials in restricted posting areas.
 - 3. Banner Areas – banners (no more than three feet in length and three feet in width) may be posted in approved areas by campus affiliates only.

4. Public – all materials from non-university persons or groups may be posted on public boards only.
5. Only one posting for each event will be approved for each designated posting area.
6. Flyers are generally 8.5 inches-by-11 inches or 9 inches-by-14 inches.

B. General Distribution

Flyers, announcements, or literature of registered campus organizations may be distributed through campus mailboxes as long as the method of distribution is in keeping with departmental policy and applicable University policies. All inquiries regarding the appropriateness of distribution will be referred to the Office of Student Life for resolution.

Requests for tabling and distribution of literature elsewhere on campus may be approved by exception by the Office of Student Life.

1. Any person or organization wishing to distribute publications must notify the Office of Student Life regarding distribution and litter control plans.
2. All publications distributed within or in front of the on-campus residence halls and dining commons must have prior approval from the Office of Housing and Residence Life or its designee.

C. Non-Traditional Displays and Decorations (e.g., sandwich boards, table displays, aerial displays and balloon arches)

Postings requiring non-traditional display methods may be approved for display for a maximum of two weeks. A written proposal outlining the purpose, time period, location(s) and materials to be used must be presented to the Office of Student Life for approval at least one week before the desired posting/display date. Additional approval from the office of Facilities Management may be required.

D. Electronic Announcements – are available to campus affiliates only. To request an announcement, contact the Office of Student Life, the Students First Center, or Library Services for details and instructions regarding digital signage.

E. Banners

1. Banners must receive prior approval from the Office of Student Life at least three business days prior to the event. Banners must not cover other advertisements or posted material.
2. Banners may not exceed three feet in length and three feet in width.

3. Staked banners/signs that would be placed in ground cover (preferably) or lawn areas must receive posting location approval from Facilities Management and can be posted for a maximum of two weeks. The signs cannot be closer than five feet on either side of bike paths and may not be placed in areas that constitute a hazard for pedestrians.

310.1 Removal of Poster Material

- A. All material referring to a specific event or deadline, including directional signs, must be removed within 48 hours after the event/deadline by the sponsoring organization.
- B. All material not referring to a specific event or deadline is to be removed by the “post until date.” In the absence of a “post until date,” the material will be removed by the end of the semester by the sponsoring organization. Failure to remove material may result in fines to the sponsoring entity.

311.1 Disposition of Reported Posting Violations

A. Reporting Violations

Any member of the campus community may register a written complaint or concern with the Office of Student Life regarding alleged posting violations and potential clean-up costs.

- B. All potential violations of policy will be referred to Student Conduct for adjudication.

C. Sanctions for Posting Violations

Individuals or groups responsible for posting violations may be charged a penalty fine, required to pay the actual cost of clean up, and/or issued a written warning. Repeat offenses may result in more extensive fines and the loss of organizational privileges.

312.1 Fundraising, Benefits and Donations and Food Sales

A. General Provisions

1. University facilities are not to be used for commercial activities unless specifically identified in these policies for that purpose.
2. Donations made and funds raised must be designated for a purpose consistent with the University’s mission of teaching, research and public service.