

Policies

Publicity Regulations

Chapter 8570

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.010 Introduction

University-affiliated, state-owned property may not be used for commercial advertising except when sponsored by an eligible group. The K-State Student Union and the Department of Housing and Dining Services have their own regulations governing commercial advertising.

.020 Eligible Groups

1. Office of Student Activities and Services registered organizations.
2. University departments.
3. Residence halls.
4. Faculty and staff organizations.

Groups attempting to organize on campus may advertise one organizational meeting prior to registering with the Office of Student Activities and Services as an organization.

.030 Standards for On-Campus Publicity

- A. The sponsoring organization's name shall appear on the publicity.
- B. Publicity for events or product sales must conform to the following:
 1. Shall tell the truth and shall reveal significant facts, the concealment of which would mislead the public.
 2. Shall avoid the use of exaggerated or unprovable claims. Advertisers will provide proof of claims upon request.
 3. Shall be free of statements, illustrations, or implications which are libelous or obscene.
 4. Shall offer only merchandise or services which are available for purchase at the advertised price.
 5. Guarantees and warranties shall be explicit, including the nature and extent of the guarantee or warranty and the identity and responsibilities of the guarantor or warrantor.
 6. Publicity containing testimonials shall be limited to those of competent witnesses who are reflecting a real and honest choice.
- C. Activities advertised by K-State organizations do not imply official endorsement by the university. In order to conform to the K-State Identification System guidelines, organizations wishing to use the university logo or seal should contact the University Publications Editor in University Relations, 005 Anderson Hall.

.040 Posting

- A. Posters must be no larger than 8½ X 11 inches.
- B. All foreign language posters must include an English translation.
- C. Posted notices pertaining to a future event may not be posted longer than two (2) weeks prior to the event. Notices advertising university-affiliated services may be posted indefinitely.
- D. Posters must be placed so they do not obscure notices already posted. Only tacks may be used to secure notices.
- E. Posters advertising events must be removed by the sponsoring organization the day following the event.
- F. In campus buildings, eligible groups may place notices on designated bulletin boards. Approval must be obtained from the building authority before posting. Building Authority Lists are available in the Office of Student Activities and Services located on the ground floor of the K-State Student Union.
- G. No notices or posters may be placed in places other than on designated bulletin boards in campus buildings without the approval of the Division of Facilities, 109 Dykstra Hall.
- H. Eligible groups may post in the following locations (outside bulletin boards adjacent to):
 1. Ackert Hall (south)

2. Anderson Hall (north)
3. Eisenhower Hall (west)
4. Kedzie Hall (east)
5. Thompson Hall (southwest)
6. Waters Hall (east)

- I. Posted notices must be secured on all four corners by tacks only. Only Office of Student Activities and Services or Division of Facilities personnel, or an entity of their designation, shall have the authority to remove posters.
- J. The K-State Student Union has its own regulations for posting in the K-State Student Union and maintains its own posting spaces. For more information, contact the K-State Student Union Director's Office.
- K. The Department of Housing and Dining Services has regulations for posting in the residence halls. Contact the Department of Housing in Pittman Building for more information.
- L. Posting, chalking, and painting at or on construction sites (including fences, walls, buildings, and equipment) is prohibited.

.050 Outdoors Banners

- A. A banner is a display hung between two trees which pertain to a future event.
- B. Eligible groups may hang banners from trees in the following areas only:
 1. East of Seaton Hall.
 - a. Seaton trees.
 2. Between Holtz, Denison, and Eisenhower Halls.
 - a. Holtz west trees.
 - b. Holtz north trees.
- C. Banner locations should be reserved through the Division of Facilities, 109 Dykstra Hall.
- D. All banners may be posted for no longer than three (3) school days prior to the event and must be removed by the sponsoring organization the day following the event.
- E. The sponsoring organization's name shall appear on the banner.
- F. Banners are not subject to size restrictions.
- G. Banners should be secured by rope on all four corners.
- H. The K-State Student Union has its own regulations for displaying banners in the K-State Student Union. For more information, contact the K-State Student Union Director's Office.
- I. The Department of Housing and Dining Services (Pittman Building) regulates the display of banners in the residence halls.
- J. Additional banner locations will be identified for candidates running for Student Body President and Student Body Vice President during student government elections. These additional locations may be used as

announced prior to the primary election. Banners should be taken down the day following the last day of the primary and general elections.

K. Exceptions to these regulations will be handled on an individual one-time basis. Contact the Division of Facilities, 109 Dykstra Hall.

.060 Sidewalk Publicity

A. Sidewalk publicity is a communication written and/or drawn on campus sidewalks. Only washable sidewalk chalk may be used when placing markings.

B. The sponsoring organization's name must appear in the publicity.

C. Eligible groups may place sidewalk publicity:

1. Only on the flat paved/concrete surfaces of campus sidewalks. Sidewalk publicity must not be placed on curbs or the back of steps, on brick surfaces, on buildings, benches, planters, trash containers, pillars, or anything other than the above mentioned flat paved/concrete surfaces and;

2. At least thirty (30) feet from the entrance of a building.

D. The sponsoring group will be asked to remove the markings if extenuating circumstances demand such a request.

E. Exceptions to these regulations will be handled on an individual one-time basis. Contact the Division of Facilities, 109 Dykstra Hall.

.070 Distribution of General Literature

A. Eligible groups may distribute literature on campus or in any campus building (with the approval of the authority of that building), provided such distribution does not unreasonably interfere with the movement of traffic, classes, or other scheduled activities.

B. Placing notices in or on parked cars in campus parking lots is prohibited.

.080 Non-Registered Organizations or Individuals

A. A non-registered group or individual may distribute literature only on the Union Plaza, in the quadrangle north of Hale Library, or in the quadrangle east of Kedzie and Calvin Halls.

B. A non-registered group or individual may place sidewalk chalking on the flat concrete surfaces between the Union Plaza (excluding the K-State Student Union Terrace and Lanai) and Seaton Hall. Only washable sidewalk chalk may be used when placing markings.

.090 Abuse of Privileges

A. Violations of these regulations shall result in the removal of materials.

B. Students abusing these regulations may be referred to the student judicial system.

C. Registered organizations abusing these regulations may be referred to the Office of Student Activities and Services.

D. Violations by off-campus organizations or individuals will result in a statement of policy and a copy of these regulations being sent to the organization or the business involved. Further infractions by the same group

will result in a letter being sent to the Chamber of Commerce or the Better Business Bureau of the town and a complaint filed with the K-State Police Department.

E. Appeals, questions, or suggestions may be directed to the Office of Student Activities and Services on the ground floor of the K-State Student Union.

.100 K-State Student Union Publicity Regulations

Literature Distribution

Literature may be distributed only from behind a scheduled table on the first floor concourse. A member of the registered student organization must remain at the table when literature is being distributed.

Posting Regulations

There are two bulletin boards available in the Union for posting. They are located on the first floor by the Computer Store and at the north end of the KSSU Bookstore. Guidelines are:

- Size may not be smaller than 8 1/2" X 11" or larger than 14" X 22".
- All posters must clearly identify the name for the sponsoring organization.
- Organizations are limited to hanging one poster per event.
- The poster may be displayed no longer than two weeks prior to the event, and should be removed the day following the event.
- A foreign language poster must have an English Translation.
- The poster should not violate the standards of common decency.
- Posters should not be placed so as to obscure poster already placed.

.110 Residence Hall Posting Regulations

Registered student organizations publicize a specific activity or event in the halls. The publicity must have the name of the sponsoring organization. Take your literature to the Housing and Dining Services Office in Pittman Building for approval of posting. The materials will be posted for you.

.120 Questions

Questions regarding this policy should be directed to the Office of Student Activities and Services, 809 K-State Student Union, [532-6541](tel:785-532-6541).