

318-342-1900

- SUB Overhang
- SUB Informational Booth
- Hangar (formerly SUB Ballrooms)
- Terrace (formerly 7<sup>th</sup> floor of the Library)
- Bayou Pointe

#### **ULM Office of Career and Student Development**

Joel Sinclair ([jsinclair@ulm.edu](mailto:jsinclair@ulm.edu)) 318-342-5232

- Bayou Park
- The Quad
- Library Overhang
- Student Center 170
- ULM Academic Buildings

Chris Williams ([essex@ulm.edu](mailto:essex@ulm.edu)) 318-342-5286

- Student Grove
- SGA Bayou Landing Stage

#### **Brown Gym**

Mark Kerry ([kerry@ulm.edu](mailto:kerry@ulm.edu)) 318-342-3078

#### **ULM Athletic Facilities**

Lakeyn Bolfing ([lbolfing@ulm.edu](mailto:lbolfing@ulm.edu)) 318-342-5415

#### **ULM Office of Recreational Services**

Colton Bernstein ([bernstein@ulm.edu](mailto:bernstein@ulm.edu)) 318-342-5301

- Intramural fields
- Activity Center

## **Posting Policy**

The University of Louisiana at Monroe (ULM) strives to create a campus culture that support its academic mission. It seeks to provide an environment conducive to learning, one that is aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. Thus, the following Policy is effective, July 1, 2006.

All individuals or groups wishing to post materials on campus in display areas not assigned to them shall report to the Office of Career and Student Development for approval. All materials selected for posting must be approved and stamped. Such approval will be made according to content – and viewpoint-neutral guidelines. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.

*The full Posting Policies can be found at [ulm.edu/policies](http://ulm.edu/policies) under Student Affairs.*

## **I. General**

- a.** Posting, distributing of literature, fliers, posters, advertisements, or any other material is limited to only ULM divisions/departments, ULM programs, ULM students, and ULM RSO's. Non-ULM groups are asked to publicize in the ULM student newspaper.
- b.** Materials must be clear and legible, must bear the name of the sponsoring ULM division/department, ULM program, or ULM RSO and must provide current contact information if advertising an event.
- c.** Materials making reference to the sale of alcohol or illegal drugs are prohibited, including but not limited to: 2-4-1 specials, happy hours, BYOB, BYOC, All you can drink, Keg, Keg Party, or Keg Bust.
- d.** Materials otherwise in violation of state or federal law or of other applicable university policy are prohibited.

## **II. Posting Policy**

### **a. Registered Student Organizations (RSO)**

- Each RSO must have an event approved in Wingspan prior to requesting approval to advertise the event.
- Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/organization.

### **b. Academic Departments**

- Representatives wishing to post information on behalf of an academic department may use departmental display areas without prior approval from the Office of Career and Student Development.
- Any materials posted outside of departmental display areas must be approved by the Office of Career and Student Development prior to posting.

### **c. Student Elections & Campaigning**

- All general posting rules and specifications will apply for campaign materials in addition to SGA election codes.
- Special campaigning display areas will be provided for candidates (further information can be obtained through SGA).

## **III. Specifications**

- a.** Fliers are limited to a maximum size of 11" x 17" with the exception of specially sanctioned university events as outlined in Section VII of this policy. Any flier that exceeds the size limit will be removed.
- b.** NO HANDWRITTEN FLIERS WILL BE PERMITTED.
- c.** All postings should be limited to the cork portion of the display board or strip.

- d. Tacks are to be used on cork posting boards and strips only (the use of staples, tapes, stickers, or adhesives is prohibited).
- e. All costs associated with the removal of any material posted with anything other than tacks will be billed to the responsible party.
- f. Postings on top of others is prohibited.
- g. No more than one flier per ULM division/department, ULM program or ULM RSO may be posted on an individual display area.
- h. It is the responsibility of the ULM division/department, ULM program or ULM RSO to remove all postings 48 hours after completion of the publicized event.
- i. All out-of-date postings will be removed on the 1<sup>st</sup> and 15<sup>th</sup> of each month. In case of University closure, holidays or weekends, removal will occur on the next business day. Fliers will be removed due to damage or deterioration caused by inclement weather or excessive posting.
- j. During the first two weeks and last two weeks of each semester, boards with excessive posting will be cleaned on a daily basis.
- k. Fliers posted by a ULM division/department, ULM program, or ULM RSO that provide information related to ULM issues and events will be given priority.
- l. Failure to adhere to these regulations will result in removal of the flier and action being taken by the University.

#### **IV. Display Areas**

- a. General postings are limited to display areas designated by headers with ULM STUDENT NEWS. *A list of those locations is on page 26 of this document.*
- b. Posting is strictly prohibited in or on the following: chalkboards, desks, podiums, sidewalks, interior and exterior walls of buildings, doors (wood or glass), concrete, pilings, columns, windows, glass fronts, painted surfaces, brick, wood surfaces, trees, traffic signs, campus signage, light posts/poles, trash cans, bathrooms & fixtures, staircases, railings, borders and frames of display boards, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, benches, utility boxes, motor vehicles, and private property.
- c. Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/organization.

#### **V. Distribution of Materials**

- a. Outside entities not affiliated with the University
  - Outside entities not affiliated with the University wishing to pass or hand out of literature, fliers, posters, advertisements, or any other material may reference the Freedom of Expression policy found on the ULM website.
- b. ULM divisions/departments, ULM programs, and ULM RSOs

- The passing or handing out of literature, fliers, posters, advertisements, or any other material is limited to ULM divisions/departments, ULM programs and ULM students and RSO's. No private or commercial advertisements shall be distributed in this manner on the ULM campus.
- The passing or handing out of literature, fliers, posters, advertisements, or any other material is permissible in all public areas of campus, so long as it complies with the Freedom of Expression Policy.
- Passing or handing out fliers inside any academic or administrative building, residence hall or University facility is prohibited. Exceptions may be granted in cases where the material intended to be distributed is directly related to the mission or goals of the University. Only ULM divisions/departments, ULM programs, and ULM RSO's may be granted approval. The Office of Career and Student Development, in consultation with the President or designee, shall make a final decision regarding exceptions.
- The passing out of materials to interested persons may not materially and substantially disrupt the functioning of the institution. Materials may not be forced upon an individual.
- ULM divisions/departments, ULM programs, and ULM RSO's passing out fliers will be responsible for the clean-up or removal of their fliers that litter campus grounds or facilities, regardless of the individuals littering.
- The Office of Career and Student Development will notify the party responsible for the materials and provide the location of the litter. The offending party will have 24 hours from the date of notice to clean up the litter. Should the offending party not act to remove the litter within the 24-hour period, the party will be billed for all costs associated with the clean-up of any litter caused by the distribution of material.
- Failure to adhere to this Policy will result in removal of the party distributing the material from the campus and action being taken by the University against the party (ies) responsible for the purchase, promotion, and/or distribution of materials.

## **VI. Chalking**

- a. Chalking on campus is limited to ULM divisions/departments, ULM programs and ULM RSO's, and is permitted only on the following designated paved sidewalk areas: SUB, SAND, WALKER, BRWN (front), and BAND. (Chalking on/in academic buildings is prohibited). RSOs must submit chalking as an event request submission via Wingspan.
- b. The substance used for chalking must be water-soluble and easily washable by water or rain.
- c. Chalking is prohibited on brick surfaces, walls, benches, glass, windows, doors (wood or glass), pilings, columns, windows, painted surfaces, trees, traffic signs, light posts, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, utility boxes, motor vehicles, private property, and other objects.
- d. The Office of Career and Student Development will notify the party responsible for improper chalking and provide the party with 24 hours to clean up the chalking in violation of this Policy. Should the offending party not act to remove the chalk within the 24-hour period, the party will be billed for all costs associated with the clean-up of the chalk.

e. Maps and information specifying designated areas may be obtained through the Office of Career and Student Development located in the Student Center Room 258.

## **VII. Free-Standing Signs (Sandwich Boards/A-signs/Greek Letters, and Stake Signs)**

The University of Louisiana at Monroe believes that student organizations are integral to the holistic development of students while pursuing a higher education. In order to successfully accomplish this mission to the University allows Student Organizations to hold events on campus in order to fulfill their respected mission and vision statements.

In order to make these events successful Student Organizations are allowed to publicize and promote their organizations on campus through various flyers, signs, boards, etc. as long as they are in compliance with the ULM Posting Policies and Procedures on campus.

All individuals or groups wishing to post materials on campus in display areas not assigned to them shall report to the Office of Career and Student Development for approval. All materials selected for posting or standing must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.

### **The following is the appendix to the ULM Posting Policy and Procedures for free-standing signs.**

a. All ULM divisions/departments, ULM programs or ULM RSO's wanting to place free standing signs on campus must register with the Office of Career and Student Development (342-5287).

b. Free-standing signs are limited to only ULM divisions/departments, ULM programs, and ULM RSO's. No commercial advertisements should be distributed in this way on the ULM campus.

c. The placement of free-standing signs must be in accordance with Americans with Disabilities Act (ADA) codes, and is limited to the following grass/non-paved areas: Bayou Park (as long as the signs are at least 8ft away from any sidewalk), Grove (next to the tailgating area or tent), Walker Hall, Commons (as long as the signs are at least 8ft away from any sidewalk), and Front of the Coliseum next to the information board. Placements outside the designated areas will require special permission from the Office of Student Life, in consultation with the President or designee.

d. The placement of free-standing signs on sidewalks, walkways or any paved areas is prohibited, except for emergency, safety, warning or directional signs placed by ULM Police department, other law enforcement/emergency officials, facilities management officials/Physical Plant, or University officials acting on behalf of the University to announce a matter directly related to the health, safety, or welfare of the university community.

e. The maximum size for free-standing signs is 8 feet by 4 feet (tall or wide).

f. The maximum number of free-standing signs that can be placed per ULM department, ULM program, or ULM RSO is as follows: 1) One A Signs/Sandwich Boards/Set of Greek Letters per organization 2) Ten Stake Signs

g. Free-standing signs may be placed on campus for a set number of days determined by the Office of Student Life on an event by event basis.

h. The ULM division/department, ULM program or ULM RSO will be responsible for the removal

-The passing out or handing out of literature, fliers, posters, advertisements, or any other material is permissible in outside/exterior common areas, except the steps and doorways of buildings and facilities.

-The handing out of material in residence halls, academic or administrative buildings, or the interior of any facility is prohibited.

-These provisions are permissible beginning seven (7) calendar days prior to the event and must end with the completion time of the event.

**b. Special Provisions for Posters**

-Posters must be no larger than 24" x 44" in size.

-Only one poster per department/organization per event is allowed on each poster area.

-These special provisions are permissible, beginning seven calendar days prior to the event. Posters must be removed within 24 hours after the ending date of the event.

**c. Provisions for Free-Standing Signs**

-Free-standing signs can be placed on-campus for a maximum of seven calendar days.

-All signs must be removed within 24 hours after the date of the event.

-The placement of free-standing signs is permissible only on the grass areas of campus. (see election V for designated areas)

-The maximum number of free-standing signs that can be placed per organization is:

Ten A Signs/Sandwich Boards/Greek Letters

Fifty Stake Signs maximum

-These provisions are permissible beginning seven calendar days prior to the special event, and must be removed within 24 hours after the ending date of the event.

**SGA Election Posting Policy**

- Campaigning cannot begin until the Monday of election week at 7:30am.
- All flyers and campaign materials must be approved and stamped by the Student Government Association.
- Fliers must be VERTICAL and no larger than 11"x17".
- The SGA logo cannot be used unless candidate was nominated by SGA.
- Campaigning is NOT allowed in several locations. These locations include, but are not limited to: academic buildings, Activity Center, the Cafe, computer labs, residential halls, the parking garage.
- Putting materials on cars is not permitted.
- Posting multiple fliers in one posting area is not permitted.
- Posting over existing fliers is not permitted.

All election violations will be handled by the Research and Judicial Affairs committee of the Student Government Association. If a flier is in violation, SGA reserves the right to remove the flier at any time.

of all signs within 24 hours after the ending date/time of the event(s).

i. Signs will be removed due to: harm posed to the university community, damage or deterioration by inclement weather, excessive postings, or space constraints.

j. The Office of Student Life reserves the right to reduce display time, change space allocation, remove signage, and deny space when deemed necessary. The Office of Student Life's decision shall be final.

k. The Office of Student Life and Leadership will notify the party responsible for the signs that it has violated the ULM Posting Policy with a warning the first time a policy is violated. After two violations of the ULM Posting Policy by the same organization in an academic school year the Free Standing Sign privileges of the violating organization/s will be suspended for a full calendar year starting the date of the second violation

### **VIII. Banners**

a. The use of banners is limited to only ULM divisions/departments, ULM programs, or ULM RSO's. The use of banners is restricted to special events recognized and supported by the University. (The Office of Student Life, in consultation with the President or designee, shall make a final decision regarding the placement of the banners taking into consideration safety, potential damage to buildings, property, trees and plants, and importance of the event or matter being advertised.)

b. Any group wanting to place a banner in/on the SUB must contact the Office of Student Life and Leadership for procedures and approval.

c. Materials used to post banners must not cause alterations or damage to the original condition of the wall or facing.

d. Any group wanting to place a banner in/on any other facility or location on-campus not specified in this Section, must obtain written permission from the Office of Student Engagement 10 (ten) calendar days prior to the event. (The Office of Student Engagement's decision in consultation with the President or designee, shall be final.)

### **IX. University Special Events/Student Government Elections Provisions.**

a. Special events include Student Government Elections, and University-Wide events (i.e., Homecoming, Mardi Gras elections, Week of Welcome, etc.).

b. All material distributions for special events will use the Special Provisions Section. These materials must be registered and approved through the Office of Student Life at least five calendar days prior to the distribution of materials.

### **X. Special Provisions**

The following are exemptions to the provisions outlined in Section IV of this Policy and are only allowed during special events. They are subject to approval by the Office of Student Engagement. Failure to adhere to any provision as outlined in the special events section will result in immediate removal of all materials, and the appropriate action being taken by the University.

a. Special Provisions for Distribution of Material

If you have questions, ask before you act! The SGA office is open from 7:30am-5pm Monday-Thursday and 7:30-11:30am on Friday.

## Approved Posting Locations

Buildings are listed as they appear numbered on the map below. Descriptions of posting locations within each building are also detailed.



**13. Brown Hall- hallway by room 102, West and East stairwell**

**13. Brown Annex- hallway across from Rm 116**

**18. Student Union Building (SUB) - south and east entrance**

**32. Strauss Hall- north and south stairwell first floor**

**33. Stubbs Hall- northwest stairwell, north central stairwell, northeast stairwell, central hallway, and south stairwell**

**36. CNSB- northwest and southwest stairwell 1st floor, northeast and southeast stairwell 2nd floor, hallway outside Rm. 100 and 101**

**37. Hanna Hall- east and west stairwell 1st floor**

**38. Walker Hall- central front stairwell, south, central and north back stairwell 1st floor**

**40. Construction Building- lobby outside Studio 100**

**42. Caldwell Hall- north and west entrance**

**43. Band Building- front and north entrance**

**44. Biedenharn Hall- northeast entrance, lounge behind recital hall, and north stairwell**

**52. Hemphill Hall- southeast and northwest stairwell 1st floor**