

**LOKER UNIVERSITY STUDENT UNION. INC.
PUBLIC POSTING POLICY**

POSTING REGULATIONS

- Organizations currently recognized by or registered with the University, campus committees and commissions, students, faculty and staff are allowed to publicize within the LSU, providing they comply with the regulations established by the University. Off campus entities are not allowed to post materials, flyers or handbills within the LSU facility. Publications (such as newspapers) from off campus may not be distributed in the LSU.

DESIGNATED POSTING AREAS

- **Activities Bulletin Boards**

- Bulletin Boards inside the Student Union are reserved for Student Groups and Campus Departments Only.
- Items posted on designated bulletin boards must be at least 4x6 inches but not exceed 8 ½ x 14 inches. Only one item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesive (tape, glue, stickers, etc.) should not be used on any bulletin board.

- **Railings**

- Metal walkway railings are not available for posting except when authorized in advanced by the Executive Director.
- When authorized to post on metal railings, items posted on designated railings must be at least 11x 17 inches but not exceed 3x6 feet and appear neat and professional. All items displayed on railings must use a proper mounting kit (providing free of charge by the Student Union for student organizations). Adhesive (tape, glue, stickers, etc.) should not be used on many railings. Items not properly mounted or posted in areas not designated for posting will be removed and may result in loss of posting privileges.

- **Time Limits**

- All material may be posted for a period of fourteen (14) calendar days. The "POSTING VALID THRU (authorized date)" stamp available through the LSU, must be clearly visible on the face of the posting.
- Materials posted must be removed no later than five (5) days after
- Materials posted must be removed no later than five (5) days after the conclusion of the event. The sponsoring group or organization is responsible for the removal of posted material.

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10/10/08
Adopted: 3/02/07
LSU Board of Directors

- **Sponsorship**
 - Materials to be distributed or posted must list all the sponsoring organizations.
- **Identification of Publicity**
 - All advertisements, announcements and signs must be identified with the name and phone number of the person or organization responsible.
- **Language**
 - Publicity written in any language other than Standard American English must contain an English translation.
- **California Penal Code**
 - Materials to be distributed or posted must not be in violation of section 311-312.7 of the California Penal Code. A copy of the California Code is available in the Student Union and Activities office.
- **Permanent Banners and Display Cases**
 - Approval for placement permanently mounted banners and display cases must be obtained from the Executive Director or his/her designee.
- **Sandwich Boards**
 - Sandwich boards may not be stationed in areas that obstruct normal pedestrian traffic flow or violate University fire code. Approval for placement of sandwich boards must be obtained from the Executive Director or his/her designee.
- **Handbills and Circulars**
 - Distribution of handbills, circulars and flyers is no allowed within the LSU.
- **Violations**
 - Materials are not to be posted in areas other than designated posting areas. Posting is not allowed on elevators, telephone booths, bathroom stalls, sculptures, signs, or planted garden areas. Nothing shall be posted as to obscure previously posted, properly placed materials.
 - Violations of these regulations will result in the immediate removal of posted materials, possible loss of posting privileges for the following semester and/or other restrictions as may be determined by the Student Union and Activities Office and by the University. Student organizations and/or individuals will be charged for the cost incurred in the removal or repair of improper posting.

DECORATIONS

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- All decorations must be constructed of non-flammable materials.
- To ensure safety and guard against property damage, and/or personal injury, decorations may not obstruct entrances and exits and must allow for emergency egress at all times.
- Flyers, signs, and posters may be posted using masking tape (painter's tape) only. The use of rubber cement, cellphone tape, nails, paint, thumb tacks, or other material that might damage the building surfaces is not permitted.
- No confetti, glitter, rice or other small particle substance may not be used at any time in the LSU. A cleaning charge will apply and is to be paid by the event sponsor.
- No candles or open flames may be used at any time.
- It is the sponsor's responsibility to remove all decorations or event signage, including tape at the culmination of the event. Failure to do so may result in additional facility fees.
- The LSU does not accept any responsibility for lost, damaged, or stolen articles. Damage to the facility due to postings of decorations or signage will be repaired by the LSU and charged back to the event sponsor.