



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.07.007

Effective Date: 1/29/08

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Policy on Posting of Signage and Materials in Internal Spaces within the Campus Community

PURPOSE:

The purpose of this policy is to establish guidelines for posting of materials within buildings and areas of the campus, which will allow for the promotion of ideas and events pertinent to the campus community. This policy is also intended to establish a consistent standard with respect to what is acceptable for posting and the timeframes for which these materials may be posted and subsequently removed.

BACKGROUND:

This policy serves as a companion piece to the University's Policy on Posting of Signage and Materials on External Spaces within the Campus Community, which focuses on external signage on the campus. This policy is intended to ensure the interior maintenance and appearance of the campus community by keeping interior spaces uncluttered by excessive signage, banners, fliers, and other materials that may visually impair the esthetic beauty and quality of the campus while also helping to maintain the structural integrity of University buildings and facilities.

POLICY:

Accountability:

The Vice President for Student Affairs, Dean of Students.

Applicability:

All registered students at CSU CI, non-academic functions, and external campus constituencies.

Text:

- A. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the Vice President for Student Affairs or his/her designee. The distribution of such materials by student organizations, as approved by the Vice President for Student Affairs or his/her designee, is permitted provided steps have been taken to preserve the orderliness of the campus.
- B. The distribution of materials or circulation of petitions to captive audiences such as those in classrooms, at registration, in study areas, or in residential units will not be allowed without prior permission. Such permission may be requested from the pertinent University Vice President of the area or his/her designee.



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- C. Non-University or off-campus printed materials shall not be distributed or circulated within buildings of the campus community by students or student clubs and organizations without first being approved by the Vice President for Student Affairs or his/her designee.
- D. Non-campus community members may not distribute or sell materials without seeking approval from the University's Director of Communications & Marketing or his/her designee, and in some instances may be required to obtain sponsorship from a registered student club or organization prior to receiving approval.
- E. Requests for posting flyers, leaflets, brochures or other materials within campus buildings from students, student clubs and organizations, and non-University affiliated community groups, must first be approved by the Dean of Students or his/her designee.
- F. Other University departments may supply materials to be posted within campus buildings to the Dean of Students or his/her designee who will place materials in appropriate display cases and bulletin boards located internally around campus. Every effort will be made to post requested materials within 48 hours from the time the materials are approved. All materials will be removed 14 days after approval or immediately after the event is complete whichever comes first. Students should in no way tack, stick, glue, paste, pin, staple, or otherwise affix any materials on any door, wall, window, lobby, or other surface on campus without prior approval from the Dean of Students or his/her designee.