

## University of Connecticut, Storrs Campus

### Posting Policy

#### I. Purpose

The purpose of this policy, created in 2009, is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents littering and the defacing of University property, and reduces unnecessary expenditures of University resources used to repair and/or replace University property. This policy is not meant to supersede other existing posting policies nor is it meant to impose any limits on content or speech.

#### II. Locations

In University buildings that have separate posting policies (see list at the end of this document), items may be posted on those areas clearly designated (in writing, in a visible location) for public use. This excludes areas that are clearly designated (in writing, in a visible location) for departmental use.

Postings on University shuttle buses require the permission, and are at the discretion, of the Coordinator of Marketing and Advertising, Department of Transportation. For more information, go to <https://transpo.uconn.edu/>.

#### III. Affixing

*Under no circumstances* may items be affixed in any manner on University signs, lampposts, trees, sidewalks (see “Chalking”), windows, walls, and doors in public locations, bathroom stalls, or any location where the posting may cause damage to University property.

Only non-permanent methods may be used. Permanent or semi-permanent adhesion that may cause damage to University property may not be used. In general, only tacks on bulletin boards, and painter’s tape on non-tackable boards should be used. Please check with the building manager or department for each building to determine other affixing guidelines/restrictions.

#### IV. Chalking and Snow paint.

Chalking is permitted in general, but *not* permitted in any areas inaccessible to rain, or any vertical surface.

Spray chalk is not allowed.

Snow paint and snow painting are not allowed.

#### V. Removal of Posted Items

Individuals and groups posting items promoting events shall remove them within 24 hours of the completion of the event in order to allow new postings to be placed and to avoid unnecessary litter, visual clutter. If a posting is for an event that has passed, anyone may remove the posting.

## VI. Violations and Enforcement

Individuals, departments, student organizations and off-campus businesses or groups that violate the above policy will be asked to remove postings immediately and will be billed for any damage to University property that occurs as a result of improper posting.

Funds from official student fees may not be used to pay for damage.

Individuals and groups can be charged with violating University Code or the Student Code, III B. 17: "Damage or misuse of property which includes, but is not limited to, attempted or actual damage to or misuse of University property or other personal or public property".

## VII. How can I advertise my program, event, or service?

For creative ideas about advertising and how to access those venues, please check out the *Ultimate Guide to Advertising at UConn - Student Edition*: <http://solid.uconn.edu/guide-to-advertising-on-campus-student-edition/>.

## VIII. Policy Review

This policy is managed by the Department of Student Activities. It will be reviewed every three years by a committee that is chaired by the Director of Student Activities, and includes a staff representation from Facilities, Residential Life, and the Student Union, and student representation from the Undergraduate Student Government, Graduate Student Senate, Student Union Board of Governors-VP for Policy, and Residence Hall Association. The Sign Shop and the Classroom Committee may be consulted during the review process.

The next review will be conducted in Fall, 2020.

## IX. Related policies

### A. Bias Response Protocol

Postings generally fall into the category of "free speech." However, community members may feel harmed by some postings. If this is the case, community members may report the posting by using the Bias Response Protocol at <https://dos.uconn.edu/bias-incident-protocol/>

### B. Outdoor Signage Policy

Outdoor signs for events signs should be ordered through [Sign Services](#), an online storefront. The products Sign Services fabricate are authorized by the University and comport with its brand and design standards. Folks with more specific questions can also [request consultations](#).

Contact [signs@uconn.edu](mailto:signs@uconn.edu)

### C. Rock Painting Policy

<https://solid.uconn.edu/involvement-office-policies-and-forms/>.

Contact Christine Wilson, Assistant Vice President for Student Affairs and Director of Student Activities,  
[christine.wilson@uconn.edu](mailto:christine.wilson@uconn.edu)

**D. Student Union Posting Policy**

<https://studentunion.uconn.edu/wp-content/uploads/sites/286/2017/09/The-U-Guide-August-2017.pdf> (p. 8)

Contact: Monica Rudzik, Director of the Student Union, [monica.rudzik@uconn.edu](mailto:monica.rudzik@uconn.edu)

**E. Student Union Canvassing Policy**

<https://studentunion.uconn.edu/wp-content/uploads/sites/286/2017/09/The-U-Guide-August-2017.pdf> (p.14)

Contact: Monica Rudzik, Director of the Student Union, [monica.rudzik@uconn.edu](mailto:monica.rudzik@uconn.edu)

**F. School of Business Posting Policy**

<https://communications.business.uconn.edu/guides/building-posting-policy/>

Contact: School of Business, [undergrad@business.uconn.edu](mailto:undergrad@business.uconn.edu)

**G. Dining Halls**

<http://dining.uconn.edu/table-tent-advertising/>

Contact: Gail Merrill, Publicity/Marketing Manager for Dining Services, [gail.merrill@uconn.edu](mailto:gail.merrill@uconn.edu)

**H. Residence Halls (Canvassing, Posting, and Solicitation)**

<http://reslife.uconn.edu/policies/>

Contact: Residential Life, (860) 486-0353

**I. Bus ads**

<https://transpo.uconn.edu/advertising/adhome>

Contact: [Austin](#) Anderson, Coordinator of Marketing and Advertising, Department of Transportation, [transportationads@uconn.edu](mailto:transportationads@uconn.edu).

**J. Library Posting Policy**

<http://lib.uconn.edu/libraries/homer-babbidge-library/policies/homer-babbidge-library-bulletin-board-posting-policy/>

**X. Questions about the Posting Policy?**

Contact Christine Wilson, Assistant Vice President for Student Affairs and Director of Student Activities, [christine.wilson@uconn.edu](mailto:christine.wilson@uconn.edu)