

## **UAA Anchorage Campus Posting Rules and Procedures**

### **-Appropriate Use of Space-**

This policy provides members of the University of Alaska Anchorage (UAA) community with guidelines for posting on university property. UAA reserves the right to remove any posting deemed inappropriate or incongruent with the mission and values of the institution. The content of postings will not generally be restricted unless it violates the law, any established UAA rule or procedure, falsely defames an individual or group, constitutes a true threat or harassment, or is in some other manner incompatible with the appropriate functioning of the University. Further, no posting on UAA property may promote the use of alcohol/marijuana or advertise events where the primary purpose of said event would be the consumption of alcohol/marijuana or the use of illegal drugs.

### **Requirements**

- Postings must pertain to and be sponsored by a registered UAA student organization or a UAA department/unit.
- All designated posting areas belong to university departments or are restricted for general use by university student organizations or departments. Departments may further restrict the use of a posting area to specific purposes, such as posting off-campus rooms for rent. There are no public posting areas.
- All posting areas must be designated and signed as either: (1) restricted UAA department use; (2) restricted UAA department use for limited purpose, (3) restricted registered UAA student organizations use; or, (4) restricted registered UAA student organization and department use. Suggested verbiage for each option is:
  1. "Postings restricted to the <department name>."
  2. "<department name> has limited postings here for the purpose of <description>."
  3. "Postings restricted to registered UAA student organizations."
  4. "Postings restricted to registered UAA student organizations and university departments."
- Postings must contain information on the sponsoring organization/department as well as contact information in the form of phone number, email and/or website address.
- Handbills, leaflets, pamphlets, or other similar materials may not be placed on vehicles or other UAA property such as building exteriors, doors, elevators, painted surfaces, bathrooms, stairwells, landscaping, benches, bus stops, emergency call boxes, sidewalks, floors, poles, railings, or other unauthorized areas. Posting on furniture, such as tables, must be approved by the Building Manager for that facility.
- Postings in areas assigned to specific academic departments or University administrative units may only be used with their permission and must meet all other requirements outlined herein.
- No more than one posting is allowed per posting space.
- Placing materials over another posting is prohibited.
- Posted materials must include the date posted and materials may not be posted for more than 30 consecutive days. Those that promote a specific event must be removed within 48

hours of the event taking place. The sponsoring group is responsible for the removal of all postings in a timely manner.

- Unauthorized removal, defacement or destruction of postings is prohibited.
- A Building Manager may deny or restrict use of specified areas based on unique circumstances or needs that may exist in certain buildings on campus.

**Posted materials on UAA property that do not meet these requirements will be removed.**

**Where can I post?**

Approved posting areas such as bulletin boards, electronic posting boards or other designated areas are the only areas where it is appropriate to post materials.

**What can I post with?**

Painters tapes is the only type of tape and/or adhesive that may be used. Duct tape, packing tape, or 'sticky tack' type materials are prohibited. If the approved posting area is a surface where tacks, staples, etc. may be used (such as a bulletin board), those are appropriate ways to post flyers.

**How will violations of this policy be handled?**

Violation(s) of this policy could result in limitations of a group's ability to post on UAA property and could lead to referral to the Office of Student Conduct and Ethical Development for disciplinary action if such measures are warranted. Materials posted by groups not affiliated with UAA will be removed.

**Will I be charged if my posting damages UAA property?**

Yes, individuals and departments can be charged for damages caused by actions that violate the University's posting policy. Examples would include damage to paint or other surfaces caused by posting in non-designated areas or use of unapproved adhesive agents.

**Chalking/Window Paint/Yard Signs**

Chalking, window paint, and yard signs are not permitted without prior university approval. Requests for permission to chalk/paint windows or post yard signs on University property must be made to UAA Facilities & Campus Services (907.786.6980) at least two weeks in advance. Chalking is strictly prohibited inside buildings, on exterior building surfaces, or in areas not regularly exposed to rain and snow.

**Digital Signage**

Organizations and departments can have their events advertised on the flat screen T.V.'s around campus. To learn more on how to request posting on a flat screen visit:

<https://www.uaa.alaska.edu/about/initiative/signage/index.cshtml>

**Sandwich Boards/A-Frame Poster Boards**

These boards may only be used in or around University buildings with the permission of the Building Manager of the specific space involved and must not be placed in such a manner as to cause any restriction to access of the building or present a hazard for moving freely about the building.