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11.10 / Poster/Flyer Policy for University Grounds and Facilities

<p><a href="#">WSU Policy for University Grounds and Facilities</a></p> <p><a href="#">WSU Policy for University Grounds and Facilities</a></p>	
<b>THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:</b>	
	Office of the General Counsel – Stacia Boden, Daniel Hilliard, Joseph Dempewolf
	Student Affairs –Teri Hall, Gabriel Fonseca
	University and Event Meeting Services– James Brewster
	Workforce Professional and Community Education – Kimberly Moore
	UPD – Guy Schroeder

	RSC Event Services–Maria Ciski
	Strategic Communications–Shelly Coleman-Martins Human Resources –

## 11.10 / POSTER/FLYER POLICY FOR UNIVERSITY GROUNDS AND FACILITIES

### I. INITIATING AUTHORITY

- A. The Division of Student Affairs and Division of Administration, Finance and Operations serve as the initiating authority for this policy.

### II. PURPOSE

- A. This policy sets forth the conditions under which posting materials and sidewalk chalking is permissible on University Premises.

### III. POLICY

- A. General Rule. Members of the University Community may publicize their events or causes through Postings in Designated Areas on campus as set forth in this Policy.

- B. General Posting Requirements and Restrictions

- 1. Posting Requirements. Postings must adhere to the following requirements:
  - a) Postings must be placed on Designated Areas; and
  - b) Postings must identify the person, organization, or department placing or displaying the Posting; and
  - c) Postings must be dated with the date that the Posting is first displayed or dated with the date of the applicable event that required the Posting; and
  - d) Postings by Third Parties shall be subject to any approvals, rules, regulations or limitations contained in the relevant event agreement, use agreement, or lease.
  - e) Postings related to student elections must follow Student Government Association election policies regarding the placement and number of publicity items allowed and when campaigning may begin.
- 2. Posting Restrictions The following posting restrictions apply:
  - a) Postings shall not violate applicable laws or policies regulating or

- b) Postings shall not be posted in a manner that cause damage to University Facilities; and
  - c) Postings shall not be placed on exterior surfaces of Buildings including but not limited to, fencing, sidewalks, utility lights, trees, automobiles or other vehicles, sculptures or other outdoor artwork, entry, directional information, traffic signs, pillars, and other similar surfaces, except as authorized by this policy; and
  - d) Postings shall not be attached to any surfaces other than Designated Areas; and
  - e) Postings shall not be displayed under a pseudonym or include unclear or ambiguous identifying information about the group or person responsible for such Postings; and
  - f) Individuals may not post two or more of the same Postings on the same bulletin board; and
  - g) Postings that include vent advertising may not include any suggestion of the availability of alcohol.
3. University-Sponsored Postings: University-Sponsored Postings are not subject to the time limitations outlined by Section (f) and (g) of this Policy. University-Sponsored Postings include, but are not limited to Postings posted by the University's Care Team, the Office of Human Resources, the University's Supplemental Instruction Program, the University's Shocker Support Locker Program, the University's student newspaper called the Sunflower, and the Birch Museum of Art
4. Non-University Postings Non-University Postings are permitted when relating to an event held on campus, a university-hosted event, or advertisements for the sale of products or services. Non-University Postings must adhere to all the rules described in this policy. Unauthorized Materials are subject to removal. Non-University Postings are permitted only on the following: (1) Public Use Bulletin Boards and (2) Outdoor Kiosks. Bus stop kiosks are limited to information on bus schedules and location.
5. Removal
- a)

- b) Regardless of any event date, Postings shall not be displayed for more than fourteen (14) calendar days.
- c) Postings may be displayed for longer periods of time as approved by the President, a Vice President, Director of Athletics, or their designee.



- e) Yard Signs may be removed or moved if the sign is deemed as a potential obstruction or hazard or potentially damaging to University Facilities.

4. Flyers.

- a) Flyers may be distributed by hand directly to individuals or by posting on Bulletin Boards.
- b)

including, but not limited to Aetna Multi-Purpose Center, Bombardier Learjet Indoor Practice Facility, Student Athlete Center, Cessna Stadium, Charles Koch Arena, Coleman Tennis Complex, Eck Stadium, and Wilkins Stadium.

2. Banner: A type of Posting that displays images or text imprinted on any medium, including a flexible fabric or plastic material, which is larger than a Poster. Banners are typically intended to be temporarily affixed to a pole, post, building or other structure using c(n)-8 polemiop(a)4 (m)-2 (i)-2 , ( ot)-2(r)3





18. **Unauthorized Materials:** Unauthorized Materials are materials that violate this policy including chalking and Postings, or other materials, which violate applicable laws or policies regulating or related to unprotected speech, including but not limited to, true threats, incitement to imminent violence, fighting words, and unlawful targeted harassment.
19. **University:** Wichita State University and University Controlled Affiliated Organizations (e.g., Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., and WSIA Investments Corporation) and Non-Controlled Affiliate Organizations (e.g., Wichita State University Foundation and Alumni Engagement).
20. **University Community:** Students, administrators, faculty and staff of the University, and guests invited to the University by the University's students, administrators, faculty, or staff; and Third Parties.
21. **University Facilities:** A Building, utility, utility plant, or other structure, owned, leased, or in some other way occupied, serviced or controlled by the University.
22. **University Premises:** University Premises includes University owned land, Buildings, University Facilities and vehicles; Buildings and land leased by the University from an affiliated corporation or a third party; and any other property controlled by the University that is set forth by agreement that the University may restrict access.
23. **University Sponsored Postings:** Postings that are prepared by or on behalf of a Wichita State University department, official, or Student Organization. University Sponsored Postings include the name or identity of such department, official or Student Organization (which may include the authorized use of an WSU logo).
24. **Yard Sign:** A temporary sign printed on cardboard, plastic, metal or paper, affixed to metal, plastic, or wood stakes and inserted by hand into the ground.

## V. APPLICABLE LAWS AND ADDITIONAL RESOURCES

- A. [KBOR Statement on Free Expression](#)
- B. [Kansas Board of Regents Policy Manual, Ch.II.E.16 Use of Campus Grounds and Facilities](#)
- C. [WSU Policy: 3.17 / Political and Lobbying Activities by Employees](#)

D. [WSU Policy: 11.12 / Use of University Campus for First Amendment Activities](#)

E. [WSU Policy: 11.22 / Political Activities and Campus Facilities](#)

## VI. REVISION DATES

July 01, 1997

February 13, 2017

April 26, 2023 (maintenance updates only)









d)



- e) Yard Signs may be removed or moved if the Yard Sign is deemed as a potential obstruction or hazard or potentially damaging to University Facilities.

#### 4. Flyers.

- a) Flyers may be distributed by hand directly to individuals or by posting on Bulletin Boards.
- b) Distribution of Flyers must not disrupt foot traffic or block any Facility entrances.
- c) The distribution of Flyers shall be prohibited in areas devoted primarily to instruction and study or at the immediate sites and times of enclosed public events except where the Flyers are an approved material distributed by the host as part of said instruction, study or enclosed public event

#### 5. Chalking.

- a) Chalking is only permitted by members of the University Community on paved, uncovered campus sidewalks where rain or natural elements will wash it off
- b) Chalking is prohibited on all other surfaces, including, without limitation, University Facilities sculptures, light posts and signs are not.
- c) Only watersoluble, dry stick sidewalk chalk is permitted except as provided for in paragraph 5.d.
- d) Aerosol spray chalk, paint, and all other products that do not wash away in the rain are prohibited.
- e) Commercial chalking is prohibited.
- f) All chalking is subject to routine removal in the interest of cleanliness.
- g) Chalking may not violate the law.

### IV. DEFINITIONS

B.A. For the purpose of this policy only, the following definitions shall apply:

~~1. Paint shall not be applied to any surface on campus.~~

2.



permanent,

