

## POLICY ON ADVERTISING/POSTING SOLICITATION/VENDING AND DISTRIBUTION

### POSTING/ADVERTISING:

- ◆ Posters and flyers advertising events sponsored by TCU-recognized organizations, including all fraternities and sororities, may be posted on campus only in authorized areas.
- ◆ All advertising must bear the name of the sponsoring group(s) and a contact person and e-mail address for more information.
- ◆ Advertising must be removed within 24 hours of the advertised event.
- ◆ Flyers should be attached with tacks or tape (glue and staples are not permitted).
- ◆ Organizations must not place their posters such that they obscure the posters of others.
- ◆ Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the OCL and will be subject to a fine. All University bulletin boards and posting areas will be cleaned by Facilities once a week – usually Monday morning- at which point all posters will be removed, regardless of when they were put up.
- ◆ If inclement weather makes the appearance of the posters disreputable Facilities has it within their authority to remove the posters.

### Posting Amounts and Authorized Posting Areas Include:

- ◆ No more than (6) Six total flyers (maximum size of 11 x 17) will be allowed per event on the two primary outdoor posting locations which include the Campus Center Breezeway between Bookstore and Mayer campus Center and the walls along the Tisch Library steps. (See Notes Below)
- ◆ Note: Posters are not permitted on the Bookstore or Campus Center doors, the walls facing Professor's Row or Talbot Avenue, and the walls around the Jumbo Express entrance.
- ◆ Note: Posters are not permitted on the walls located in or around plant beds, the walls around the chapel patio, and the walls around the library patio.
- ◆ On all other approved indoor and outdoor posting spaces groups are allowed (1) One flyer (maximum size of 11 x 17) per event.
- ◆ Space permitting, posters may be placed into the display cases outside the Mayer Campus Center, subject to the approval of the Associate Director; please contact the OCL for more information.

### Unauthorized Locations Include:

- ◆ Interior or exterior walls of all buildings and columns.
- ◆ Walls in or along stairs (except for Library Steps)
- ◆ On fences, trees, patios, pavement or sidewalks, the Memorial Steps, on stakes in the ground, on handrails, light posts, trash cans, and any glass surfaces.

***Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the OCL and may be subject to a fine.***

### Chalking

One of the reasons that the university permits the use of chalk is that it does not become a permanent part of the campus. Therefore, chalking is permissible in outdoor, public areas - **chalking is not permitted in areas inaccessible to rain, such as the walkway between the Campus Center and the Bookstore or any vertical surface**; and there is to be no use of materials other than water soluble sidewalk brand stick chalk. **NO SPRAY CHALK OF ANY KIND IS ALLOWED!** When chalking, the following guidelines must be observed; failure to follow these guidelines will result in the errant organization being fined for clean-up costs:

- ◆ No chalking of any kind on Matriculation Day or Commencement Day.
- ◆ No chalking on vertical surfaces or in areas inaccessible to rain.
- ◆ No profanity or explicit sexual material.
- ◆ No defaming of groups or slurs because of sex, race, ethnic or religious identity or sexual orientation.

### **Banners**

No banners may be posted on the exterior of any university buildings, including residence halls and fraternities and sororities. No banners may be hung or draped on trees, lampposts, or other structures, including stakes in the ground. Banners or placards may be held by those participating in an event, rally, or demonstration. Banners may be put out on tables to advertise while tabling at approved campus tabling locations.

### ***Violation of Posting/Chalking Policy for Student Organizations***

- ◆ a warning after their 1st violation;
- ◆ a \$50.00 fine after their 2nd violation;
- ◆ a \$100.00 fine after their 3rd violation;
- ◆ and after their 4th violation, the group will be fined \$150.00 and may suffer revocation of organizational privileges including the use of campus facilities.

### **Off-Campus Advertising**

Off-campus advertising is only allowed with the permission of the OCL. A copy of your advertising should be submitted to the OCL for recording purposes. Violations of the off-campus advertising policy may result in the cancellation of your event.

### **Mayer Campus Center Specific Posting Policy**

- ◆ Posting is permitted on 4 designated bulletin boards in the Campus Center.
- ◆ No posting is permitted on doors, walls, windows, restroom stalls, etc.
- ◆ There are 3 Campus Events Boards in the Campus Center: lower level across from Hotung Café, 1st floor next to information booth, southeast wall of the Commons on the stairway landing.
- ◆ Campus Events Boards are for advertising events and activities of student organizations and/or university departments only.
- ◆ For Sale/For Rent and Off-Campus Event posting should be done on the 2<sup>nd</sup> Floor Board. There is one board in the Campus Center located on the 2nd floor at the top-left of the stairs
- ◆ Only one poster per event/offer is permitted on each board.
- ◆ Any poster placed on top of another will be removed and recycled.
- ◆ All boards will be cleared and posters recycled every Sunday after 5 pm.
- ◆ The name of the sponsoring group or department as well as a contact person and phone number for more information must appear on every poster.
- ◆ Poster content must conform to state law and university policies.
- ◆ Unrecognized, unregistered or commercial organizations are prohibited from posting without prior permission.
- ◆ Outdoor display cases are available for posting on a first-come first-serve basis through the OCL.

### **Residence Hall Specific Posting Policy**

The Office of Residential Life and Learning (ORLL) have policies and procedures concerning posters and flyers inside of all residential buildings. The poster policy is designed to increase the readability of all postings by limiting the volume of any single posting. Please note that the residential staff will post all materials.

The procedure for distributing advertising materials to residence halls is as follows:

- ◆ Prepare your poster
- ◆ Bring the posters to the Office of Residential Life and Learning, South Hall, for approval. The individual who brought the approved copies will then stamp each copy and put one in each staff box.
- ◆ Make 100 copies of the poster for distribution in the staffed residence halls. If you would like posters distributed to non-staffed halls (Latin Way (3), Hillside (1) and themed-houses (15), you should make an additional 19 copies.
- ◆ To be approved, posters must include the following information: Name of TCU-recognized club, organization, department, or office name and email addresses of individuals to contact for more information Date and time of event (if applicable)
- ◆ Posters will be displayed the next day in staffed buildings. Non-staffed buildings have materials distributed weekly; posters will go up within 5 business days in those buildings.
- ◆ After the event has occurred, the residential staff or maintenance will remove and recycle the poster.

The ORLL reserves the right to refuse any posting based on its content or lack of required information. The ORLL works collaboratively with the OCL to ensure that postings in our residence halls are informative, fair, and constructive.

### **SOLICITATION, VENDING AND DISTRIBUTION:**

The University, through the Office for Campus Life, regulates all commercial activity and solicitation on campus. These activities include (but are not limited to) fundraising, raffles, distribution of products and promotional materials, political leafleting or solicitation, sales and solicitation for any purpose. All student organizations must receive permission from the Office for Campus Life before engaging in the above activities on University property. Permission never includes door-to-door canvassing or sales in residence halls or campus offices. Soliciting or selling by telephone to students in residence halls is also prohibited.

#### **Distribution or Solicitation by Non-University Parties**

Non-University parties are limited to solicitation or distribution to public walkways and streets. Groups should not be harassing or obstructing passersby in any way. Groups cannot be on University property. Groups cannot place literature on cars parked on University property. Groups not adhering to the above regulations will be reported to University Police.

#### **Vending/Tabling for Non-University Parties on Campus:**

Daily vending/tabling is allowed in the Mayer Campus Center. Groups must reserve vending space through the Office for Campus Life. There is a daily cost for vending. Vendors must adhere to all vending regulations and the University reserves the right to not allow a specific vendor.