**3356-4-17 Campus posting.**

Responsible Division/Office: Facilities Maintenance and Support Services, Division of Student Experience

Responsible Officer: Vice President for Finance and Business Operations

Revision History: September 2012; March 2017

Board Committee: Finance and Facilities

**Effective Date:** **March 16, 2017**

Next Review: 2022

(A) Policy statement. Youngstown state university (university) board of trustees recognizes the use of designated posting areas as an important means of communication within the university community. In order to insure the sustainability, functionality, and aesthetics of the university physical plant, printed materials must be posted on campus in a manner that is consistent with the mission and values of the university and in accordance with this policy. However, postings on campus do not necessarily represent endorsement or sponsorship by the university.

(B) Purpose. To provide guidelines and procedures by which the university community can share and promote campus news, information, ideas, programs, and events while also maintaining the overall aesthetic appearance of the campus and ensuring appropriate use of available space.

(C) Scope. University bulletin boards are available for postings for official

 university events or activities; events or activities sponsored or co-

 sponsored by a recognized university student organization, university department, program or office; for the exchange of student information and ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.

 This policy also applies to the display of poster boards in the hallways or concourses of Kilcawley center; Andrews’s student recreation and wellness center; and residence life and student housing and dining locations. Such areas may be made available for official

 university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization,

 university department, program or office; for the exchange of student information or ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.

(D) Parameters. The university acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to posting on campus. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner for display or posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

 (1) Postings may only be displayed on designated bulletin boards, message boards, or other locations specifically identified for the display of printed materials.

(2) Printed materials must be affixed in a manner appropriate for the posting location.

(3) Postings must clearly provide information or promote the publicized activity, contain the name and contact information of the sponsor, sponsoring group, student organization, department, office, unit, individual or group and be stamped by the office monitoring the bulletin board with an expiration and/or removal date.

(4) Materials advertising an event must be removed following the event.

(5) Multiple postings of the same information at the same location are discouraged and may be removed.

 (6) Bulletin boards designated for the specific use of a division, department, office, or unit are available only for that specific use and shall be monitored by that division, department, office, or unit in accordance with applicable university policies and state and federal law.

 (7) The division of student experience is designated to approve and monitor postings for Kilcawley center, Andrews’s student recreation and wellness center, residence life and student housing and dining locations, and student activities, and may impose additional reasonable restrictions and/or requirements with respect to time, place and manner of display or posting activities in accordance with university policies and state and federal law.

(8) Materials displayed for special occasions, such as red and white day, must not damage surfaces and must be carefully removed in a timely manner.

(9) Damage caused by improper posting and/or the cost of removal will be charged to the department, activity, individual, or organization responsible for displaying the printed material.

(10) All materials on bulletin boards or other specific locations will be removed on a scheduled basis.

(11) Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to applicable sanctions and/or disciplinary action and could be subject to criminal charges.

(E) Prohibited postings.

 (1) The placement of posters, flyers, signs or other similar materials on any permanent university structures; including but not limited to buildings, walls, windows, doors, traffic signs, light poles, fences, emergency call boxes, trees, or brick, glass or painted surfaces, or any other area not specifically designated by the university as appropriate for posting is prohibited.

 (2) As a tax-exempt, non-profit institution the university is prohibited from direct involvement in the political process and from using university resources to support or oppose any federal, state, or local political party, candidate, political action committee or ballot issue. Therefore, in order to avoid university political endorsement or the appearance of university political endorsement, political campaign materials directed toward the success or failure of any federal, state, or local political party, candidate, political action committee or ballot issue are prohibited.

 Individuals and groups may, however, engage in the free and orderly exchange of ideas on campus, including but not limited to political views and endorsements, by utilizing generally accessible outdoor areas pursuant to rule 3356-4-21 of the Administrative Code (university policy 3356-4-21/Public use of university grounds for expressive activity).

(F) Disclaimer. Youngstown state university disclaims all responsibility for the contents of material posting at the university. Anyone posting on campus must be aware of current laws regarding libel, defamation, obscenity and fair labor relations or other applicable laws. Postings promoting the sale or consumption of alcohol will not be permitted; however, postings promoting alcohol awareness and responsible decision making are permitted.

(G) Violations. Postings in violation of this policy will be removed. Violations of this policy or any specific building posting policy may result in the loss of posting privileges and/or facilities use privileges, loss of recognition for registered student organizations and other student disciplinary and/or educational sanctions appropriate to the circumstances.  University employees violating this policy may be subject to disciplinary action by the university.

(H) Expressive activity and commercial solicitation. Individuals wishing to access university grounds for expressive activity should consult rule 3356-4-21 of the Administrative Code (university policy 3356-4-21). Individuals wishing to access the campus for purposes of commercial solicitation or advertising should consult rule 3356-7-19 of the administrative code (university policy 3356-7-19).