

Violations of these regulations will result in removal of improperly posted signs and possible loss of posting privileges for the semester and/or other restrictions as may be determined by the assistant dean of students. Clubs and organizations and/or individuals will be charged for costs incurred in removal or repair of improper posting.

VIOLATIONS OF UNIVERSITY REGULATIONS

Violations of "Campus Publicity and Posting Regulations," which also violate the Standards for Student Conduct regulation will be referred to the director of Student Conduct and Ethical Development, USU-217.

USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS

The use of buildings, facilities or grounds by campus and off-campus groups and individuals is contingent upon the agreement of the officers of the group or individual to assume the responsibility for observing university policies regarding meetings, activities and programs. (See CSULB *Campus REGS*, REG IX, Section A.)

AUTHORITY AND EXCEPTIONS

These regulations are issued by the vice president for student affairs under the authority of the campus president.

The administration for these Campus Publicity and Posting Regulations is provided by the director of Student Life & Development, USU-215. Exceptions may be requested via the Program and Regulation Clearance process available to students from SLD, USU-215, or available to faculty/staff from the USU Conference and Events Center, USU-221.

RESOURCES

1. **7th Street Marquee** (electronic marquee): Contact Event Services, <http://www.csulb.edu/divisions/urad/papubs/marquee>
2. **ASI Communications** (flyers, posters, banners, other promotional materials): USU-235, www.csulb.edu/asi
3. **Campus Copy Center** (copying flyers, posters): located inside the Bookstore, www.csulb.edu/bookstore
4. **Daily Forty-Niner** (newspaper): Contact the editor, SS/PA 004, www.daily49er.com
5. **Inside CSULB** (faculty/staff newsletter): Contact University Publications, FO5-203, www.csulb.edu/insidecsulb
6. **K-Beach** (KBCH campus radio): USU-100, www.kbeach.org
7. **KKJZ** (FM 88.1): Faculty Office (F0-1), www.jazzandblues.org
8. **Long Beach Union** (newspaper): USU-239, <http://lbunion.com>
9. **Residence Halls** (for approval of information tables in the dining hall and approval of flyers to be posted): Contact Housing and Residential Life, www.housing.csulb.edu
10. **Robert C. Maxson Student Organization Center** (Reservations for display cases, USU marquee and hanging banners in USU; supplies for making banners): USU-312

For additional information regarding campus publicity and posting policies

CONTACT

Office of Student Life and Development
University Student Union, Room 215

USU Conference and Events Center
University Student Union, Room 221

Division of Student Affairs
California State University, Long Beach
1250 Bellflower Blvd., Long Beach, CA 90840

AUGUST 2016

CALIFORNIA STATE UNIVERSITY,
LONG BEACH



CAMPUS PUBLICITY *and* POSTING REGULATIONS

OFFICE OF THE DEAN OF STUDENTS
DIVISION OF STUDENT AFFAIRS

www.csulb.edu/regs

PRIMARY OBJECTIVE

The objective of these regulations is to provide an orderly, clean and safe university environment. Cooperation is needed to help maintain a campus that is attractive and pleasant for students and visitors and will also provide effective publicity for campus events.

Organizations currently registered with the Office of Student Life and Development (SLD), in USU-215, and committees and individual students, faculty or staff members are allowed to publicize on-campus events, in compliance with university regulations. **Off-campus groups may not publicize on campus without prior approval.**

RELEASE OF PUBLICITY

SLD or the Dean of Students' Office must give final approval for student organization events prior to release of any publicity.

IDENTIFICATION OF PUBLICITY

All publicity must state the sponsoring organization, name of program and date, time, location and contact information for the event. Any materials not so identified may be removed.

- Publicity written in any language other than English must also contain an English translation.
- Only events approved by the university may include the name of the university in publicity.
- **Commercial posting is not permitted on campus.**

TIME LIMITS

Material may be posted no more than seven school days prior to the event and must be removed no later than three days following the event. However, materials for major programs, excluding banners, may be posted no more than three weeks prior to the event, and must be removed no later than three days following the event.

HANDBILLS AND CIRCULARS

Distribution of handbills and circulars, exclusive of commercial advertising and not in violation of *Campus REGS* or the California Penal Code, is permitted on campus. Distribution is not allowed in buildings or parking lots. (See *Campus REGS*, Regulation IX for other restricted areas.)

PERSONAL ANNOUNCEMENT BOARDS

Personal announcements, limited to 8.5x11 inches, may be displayed only on the personal announcement board on the north wall of LA-4. Commercial advertising is not permitted.

KIOSKS

The posting kiosks throughout the campus have been designed to provide publicity for on-campus events and activities. Flyers for posting should be printed on standard 8.5x11 inch paper, and conform to the policies covering all other publicity described in this brochure. Posters on kiosks may not exceed 17x22 inches. Only two flyers per event and/or one poster per event are permitted to be posted on a kiosk. Approval stamps are not required for flyers or posters for approved campus events and programs to be posted on the kiosks.

POSTERS ON STAKES

Posters on stakes must be approved by SLD, USU-215. Posters attached to stakes, not to exceed 25 for any one event, may be placed by currently registered organizations to publicize approved events. Posters may be placed in grassy areas, as long as they do not exceed 17x22 inches, are not over three feet high from the ground, and are on stakes no longer than 36 inches. Posters on stakes must not be placed in flowerbeds, in any way that interferes with the irrigation system, the West Turnaround islands, the hillside next to the USU escalator or in any manner to block a walkway, driveway or street. Posters on stakes shall be placed not less than three (3) feet away from all other posters or special event signs.

SPECIAL EVENTS SIGNS AND BANNERS

Approval for posting or display is required by SLD. Self-supporting signs not to exceed 3x3 feet or banners not over 3x6 feet may be used to publicize an event. There is a limit of 20 special event signs or 25 posters on stakes and three banners per event. Banners or signs may be placed seven school days prior to the event and must be removed within three days following the event. Signs may be placed in campus grassy areas with the same restrictions as noted for posters on stakes, above. One banner may be placed on the railing between the Nugget Patio and the Bookstore, one banner on a USU railing and one banner on the Psychology building vending wall. (See *Campus REGS*, Regulation VI.)

Signs, banners and posters may not be placed within 200

feet of campus entrances.

POSTING IN USU

The posting of flyers and banners in/on the USU building, including railings, requires the approval of the USU assistant director of marketing, USU-312. Obtain the Request for Hanging Banner form from that office. Banners, however, require the approval of SLD first; please go to USU-215.

Banners in the USU must be installed and removed by the USU staff. Locations are restricted to the following areas: South Plaza entry, North Balcony railing, Center Courtyard stairway railing, and West Portico.

DISPLAY CASES AND MARQUEE

Display cases in the USU South Plaza and Terrace area are available for a period of one week, one case per event. Permission is requested on the Request for Display Case form, available in the Robert C. Maxson Student Organization Center, USU-312.

The marquee, located east of the USU, may be used to advertise events being held in the USU for a one-day period. Permission is requested on the Request for Use of Marquee form, available in the Robert C. Maxson Student Organization Center, USU-312.

A limit of two reservations at a time may be made.

PROGRAMS FUNDED IN PART BY ASSOCIATED STUDENTS

Publicity for events subsidized totally or in part by the Associated Students (ASI) must contain the credit, "Funded in part by ASI". Contact the ASI Government Office at USU-311 with questions.

POSTING VIOLATIONS

Materials may not be posted or affixed on buildings, sculptures, posts, railings, trees, traffic control signs, sidewalks, paved areas, utility poles, signs, vehicles, in planted garden areas, the hillside next to the USU escalator, newspaper racks, West Turnaround islands, wayfinding pylons and directory map structures. Nothing shall be posted as to obscure previously posted, properly placed materials. Chalking on campus is prohibited. Commercial postings are not permitted on the campus grounds.