

## **Guideline 1-007B: Posting of Signs, Notices, and Posters by Members of the University Community**

Policy 1-007: University Speech Policy imposes time, place, and manner restrictions on the posting of signs, notices, and posters on bulletin boards and kiosks maintained by the University and located on campus. This guideline provides additional guidance related to these time, place, and manner restrictions to ensure that all members of the University community may access the limited available space.

1. A sign, notice, or poster must clearly identify the author or sponsor.
2. Only one sign, notice, or poster affiliated with a specific event is permitted on a single bulletin board at any one time. Up to a total of three signs, notices, or posters authored or sponsored by the same organization or member of the University community are permitted on a single bulletin board at any one time.
3. Signs, notices, or posters are encouraged to be on an 8.5 inch by 11 inch piece of paper. All signs, notices, or posters must be smaller than 8.5 inches by 14 inches.
4. A sign, notice, or poster, may not cover another sign, notice, or poster.
5. All signs, notices, or posters posted on campus must include a visible expiration date.
6. The University may remove any sign, notice, or poster that does not meet these guidelines or for which the expiration date has passed.
7. Academic and administrative departments that maintain bulletin boards or kiosks are encouraged to apply these guidelines to the posting of signs, notices, or posters on their bulletin boards or kiosks.