

Memo to: All UH-Downtown/PS Holders
From: Manuel T. Pacheco, President
Subject: Posting of Notices and Announcements

UH-Downtown/PS 09.B.01
Issue No. 5
Effective date: 05/01/88
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1. PURPOSE

This PS regulates the posting of signs, notices, and posters in the lobbies, elevators and corridors of the university. This policy neither includes the posting of grades or room changes, nor applies to bulletin boards that are maintained by specific departments or organizations. It specifies the responsibility for approval of posted material, the procedure by which the approval is gained, the criteria which all posted material must meet, and the responsibility for enforcement of this policy and procedure.

2. POLICY/PROCEDURES

2.1 Responsibility for Approval for Bulletin Board Items

The Office of Student Activities keeps a current list of bulletin boards approved for posting and must approve all materials prior to their being posted. This office designates approved materials by an approval stamp which also indicates the time for removal of the sign. The Director for Student Activities is responsible for regulating the posting of materials on approved bulletin boards. In addition, the Director of Student Activities also regulates the posting of materials inside the student lounge(s) on the 3rd floor south, and in the game room on the 2nd floor. The University Center director is responsible for regulating the posting of materials in the UHD Center.

2.2 Procedure for Gaining Approval for Bulletin Boards

2.2.1 Materials are submitted to the Office of Student Activities 24 hours in advance of posting.

2.2.2 Approved materials are posted only in areas specified by the Office of Student Activities.

2.2.3 Materials may not be exhibited in the halls and lobbies of any floor on easels, stands, or other display devices without the express permission of the Office of Student Activities.

2.2.4 No posting is allowed on any exterior or interior windows, painted walls, elevator doors or blackboards.

2.2.5 The individual or organization posting material is responsible for removing it by a specified deadline. Failure to do so by the specified time may result in denial of future posting privileges.

2.3 Criteria for Posted Material for Bulletin Boards

2.3.1 Size

Posted material must be no larger than 18" x 24" and no smaller than 3" x 5". Banners announcing campus-wide events of general interest may be hung only with special permission of the Student Activities Office.

2.3.2 Text

The text of posted material must be clear and grammatically correct. If written in a foreign language, the text of posted material must be accompanied by an exact English translation.

2.3.3 Content

Items may not be approved for posting if material contains defamatory or politically inflammatory text. Items may not be approved for posting if material implies financial or moral support by the university of commercial offerings.

2.3.4 Responsibility

The back of each posted item must contain the name and phone number of the person or organization requesting approval.

2.3.5 Enforcement

Responsibility for enforcement rests with the Director of Student Activities.

2.4 Posting Material on Elevator Boards

2.4.1 The Office of Student Activities must approve all items of "Scheduled Events" to be posted on boards in designated elevators of the One Main Building.

2.4.2 The Director of Student Activities is responsible for regulating posting of scheduled events listings in the elevators.

2.5 Procedure for Gaining Approval for Elevator Boards

2.5.1 A "Scheduled Events" form must be filled out in the Office of Student Activities on or before the Wednesday prior to the posting date.

2.5.2 Items must pertain to events on campus of interest to faculty, staff and students at UHD.

2.5.3 The Office of Student Activities may edit and omit items as necessary to meet the space restrictions.

2.5.4 Enforcement

Responsibility for enforcement rests with the Director of Student Activities.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Director of Student Activities

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.