POSTING POLICY

Posting Policy

Posters, signs and banners serve an important purpose at Pacific. They communicate upcoming events and activities and disseminate information and opinions on important issues. Sometimes, however, signs have been posted that have directed hurtful and/or hateful messages and meanings toward an individual or group. While there will always be disagreements over what may constitute good taste or appropriate comment, there can be no question, particularly in a university setting, that freedom of expression as guaranteed by the First Amendment of the Constitution, is a cherished and protected right.

Accordingly, the campus community is asked to be tolerant of differing points of view and to respect the rights of others to express themselves. While certain materials may be quite offensive or even insulting to people, the appropriate way to counteract such materials is through discourse, criticism, and the expression of contrary points of view.

Any member of the campus community who finds a poster to be offensive or disrespectful is encouraged to contact the organization or individual responsible to address their objections. For information on how to contact a group or individual, contact the Office of Student Leadership & Involvement. For helpful hints on publicizing your event on campus, see Appendix #3.

BULLETIN BOARDS/KIOSKS

Bulletin Boards and Kiosks

Posting by campus units and chartered student organizations is permitted on any “General Use Bulletin Board” or outside Kiosks as long as they meet the following criteria:

• Poster size does not exceed 11” x 17”

• The name of the sponsoring organization is clearly stated on the poster

• Any poster written in a language other than English will have translation made available to the Office of Student Leadership & Involvement

Posting by individuals and/or off-campus organizations is permitted on any “General Use Bulletin Board” or outside Kiosks only with prior approval by the Office of Student Leadership & Involvement. In addition, the name, address and phone number of the contact person responsible for the poster will be made available to the Office of Student Leadership & Involvement.

The following provisions apply to all posting on bulletin boards and kiosks:

• Posters may only be affixed to bulletin boards and kiosks—no other locations are permitted

• Up to 3 posters per group/per event are permitted per bulletin board

• “General Use Bulletin Boards” are located in hallways throughout the University and are marked as such. If you have any questions regarding a bulletin board check with the departmental office before posting. There are no “General Use Bulletin Boards” in classrooms.

• Posters promoting an event may be removed immediately following the event, all other posters may be removed on the day of the expiration date

• Posters may not overlap other approved posters

“Every human being on this earth is born with a tragedy, and it isn’t original sin. They’re born with the tragedy that they have to grow up. A lot of people don’t have the courage to do it.”

—Helen Hayes
NOTE: Sponsoring organizations should be cautioned to post only on public access or public use board. Some boards in academic buildings are reserved for specific purposes. Posting on such boards not only hurts the sponsoring organization, but can harm all student groups, as well. Please keep in mind the fundamental concept of fair and equitable use of the boards.

BANNERS & STAKED SIGNS

Banners and Staked Signs

Campus units and chartered student organizations are permitted to place banners and staked signs on outside areas of campus as long as they meet the following criteria:

- Banner size does not exceed 4’ x 16’
- Banners must be affixed with masking tape only
- The name of the sponsoring organization is clearly stated on the banner/sign
- Any banner/sign written in a language other than English will have translation made available to the Office of Student Leadership & Involvement

All banners and signs must be stamped in the Office of Student Leadership & Involvement, indicating that they have met this criteria. An expiration date of the day following the event or two weeks from the date of stamping will be assigned.

The following provisions apply to all banners and staked signs:

- Banners are not permitted to be staked in flower beds
- Sponsoring organizations must remove banners and signs within two days of the event, two weeks after posting, or when the sign becomes tattered, whichever comes first

Alcohol

Advertising an event where alcohol is being served or the advertising of alcohol in itself is NOT permitted.

Housing Posting Policies

Any posting of posters, flyers, or other materials in or on a Residence Hall MUST be approved in advance by the Housing Office. Once approved, the materials will be stamped and distribution may begin. For approval of materials visit the Housing Office located on the 2nd floor of Bannister Hall or call (209) 946-2331 for more information.

POSTING DO’s

- DO remove any and all publicity that your organization has posted which has become either outdated or unattractive
- DO be respectful of other organizations postings. In an effort to create a fair community, be courteous of others materials as you would like them to be of yours.
- DO be creative in your postings.