

UCR Policies and Procedures

Policy Title: Posting Policy for Students

Policy Number: 700-50

Responsible Officer:	Vice Chancellor for Student Affairs
Responsible Office:	Student Life
Effective Date:	September 3, 2024
Date of Revision:	First version ¹

I. Introduction and Scope

This University of California, Riverside (“UCR”) policy supports students and student organizations in their efforts to exchange ideas, publicize events and activities, communicate messages, and promote causes, while protecting University property and operations. [Policy 700-52: Temporary Signage and Banners](#) covers activities by non-affiliates as well as employees.

This policy applies to printed materials such as flyers, posters, signs, banners or flags, brochures, decals and stickers, as well as any similar materials that are drawn, painted or otherwise hand-produced, which this policy refers to as “Printed Materials.” The policy mainly sets rules as to how, where and when Printed Materials may be posted, hung, or otherwise mounted or displayed on UCR buildings and grounds. It also covers chalking and other writing and drawing and projection. The policy applies to all property and facilities owned or managed by The Regents. It is applied in accordance with UCR’s Policy 700-70: Expressive Activities; Time Place & Manner Regulations.

II. Policy

A. **Prior Approval Typically Required.** Most postings require prior approval, and posting is prohibited in certain locations. In all cases, the other rules (Sections B-D below) in this policy apply.

1. **Temporary Posting Permitted Without Prior Approval.** Wayfinding (directional) Printed Materials no larger than 11”x17” may be posted without prior approval only on a temporary basis for no longer than, to direct people to specific events or programs in the following locations:
 - Posting and bulletin boards (unless reserved for departmental use)

¹ This Policy replaces several previous policies; see Section IV.

- Building exteriors (including doors, windows, and walls) in proximity to the event or paths or travel to the event, provided that the posting does not interfere with sight lines (from windows and doors)
- Lawns or other grassy areas
- Patios, plazas, sidewalks, and pathways.

Such Printed Material may be posted no more than 24 hours prior to the related event or program and must be removed within 24 after the end of the event or program.

UCR departments reserve the right to remove or relocate Printed Materials that interfere with department signage or property, or for past events.

2. Locations Where Posting Permitted With Prior Approval. Posting or other display of Printed Materials may be made with prior approval in the following locations.
 - a. Posting and bulletin boards, provided that the Printed Material is no larger than 11" x 17". (Note that some boards are reserved for administrative use only.)
 - Printed Materials for general posting and bulletin boards must be stamped for approval by the [Office of Student Life](#).
 - Departmental posting boards require prior approval of the relevant department or office.
 - b. Lawns or other grassy areas, with the prior approval of the [Office of Student Life](#). Note that additional approvals may be required (such as approval of a College or School or building manager or grounds), depending on the location.
 - c. Patios, plazas, sidewalks and pathways, with the prior approval of the [Office of Student Life](#). Note that additional approvals may be required by Planning, Budget & administration or other campus departments, depending on the location.
3. Locations Where No Posting or Display of Printed Materials Permitted. Some areas of University Property are incompatible with posting (or other display) of Printed Materials (such as where the risk of damage is high) or are reserved for University speech (rather than student expressive activities). Posting or display is never permitted in these areas:
 - On building exteriors (including doors, windows, walls, etc.) – except for wayfinding materials as provided under #1 above. Note this prohibition does not apply to posting or bulletin boards, which may be available for posting with permission as described under #2 above.
 - In administrative offices (including conference rooms).
 - On trees or in planters or flower/plant beds.
 - On art installations.
 - On exterior light poles or railings.
 - Fixtures such as water fountains/filling stations, lights, bicycle racks, awnings, UCR signs (such as building signs), awnings, and benches.
 - Furniture or accessories including umbrellas, awnings, and trash and recycling bins.

B. **Size and Number Restrictions.** These rules help ensure that posting space is available to multiple users, preserves UCR aesthetics, and helps ensure that communications do not appear to

be University speech. Note there are also size restriction specific to certain locations such as bulletin boards and non-pre-approved temporary signage.

- a. Printed Materials exceeding 3' x 5' in size are permitted only to promote major campus events open to all students, with prior approval by Student Life, and only in specified locations.
 - o The Printed Material must be hung/installed by UCR Facilities Department or staff of the HUB, the Student Recreation Center or Housing/Residence Life.
 - o The Printed Material shall be removed immediately after the event.
- b. Printed Material is limited to one of each kind per posting location.

C. **Rules Regarding Manner of Posting/Hanging.** All Printed Materials must be easily removable and may not damage surfaces or other University Property.

1. Bulletin boards: Staples and tacks may be used on bulletin boards only.
2. Other locations: blue painters' tape or other nondestructive and removable hanging material may be used. Paste, glue, nails, or duct tape is not permitted.

D. **Chalking, Painting and Similar.**

1. Chalking. Chalking is permitted with advance approval and subject to the following:
 - Chalking is limited to water-soluble sideway chalk.
 - Chalking is permitted on sidewalks and other flat walkway surfaces open to the elements; it is prohibited in indoor areas.
 - Chalking is subject to removal through standard cleaning activities.
2. Other non-permanent marking such as window paint or washable marker is prohibited. (Whiteboard, glassboards, and similar surfaces intended for such use by students are not included in this prohibition.)
3. Other painting, marking, or inking of University Property may be considering vandalism and is prohibited.

E. **Other Rules.**

- a. Printed Materials relating campus events must include the name of the sponsoring organization or group, the nature of the event, the date and time, the location, cost (if any), and contact information.
- b. Advertising (publicity for the purpose of generating sales of commercial products or services) is not permitted.

III. Approvals and Enforcement

A. **Approvals.**

1. Requests for approval or prior authorization should be made to the Office of Student Life unless otherwise specified. Additional approvals may be necessary.
2. Administrators considering requests for authorization to post or display Printed Material are responsible for applying this policy and making decisions regardless of the viewpoint

or subject matter of the Printed Material, except as provided herein. In considering requests, administrators will also review the Time, Place & Manner Policy and other applicable policies as well as any hazard that a requested display could cause.

B. Enforcement.

1. Unauthorized Printed Material will be removed and discarded.
2. Students and Student Organizations who violate this policy are subject to discipline under PACAOS and UCR's Student Conduct policies.

IV. Policy Approval and Revision History

This policy subsumes and replaces various policies relating to posting and display including former UCR Policy 700-20 (decorations), former UCR Policy 700-50, the HUB posting policy, and the Student Affairs Posting Policy. It was approved by the Vice Chancellor of Student Affairs effective September 3, 2024.

V. Appendices and References

UCR Policy 700-70: Expressive Activities; Time Place & Manner Regulations

University of California Policies Applying to Campus Activities, Organizations, and Students
<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc30.html>

UCR Student Conduct Policies
<https://conduct.ucr.edu/policies>

UC Regents' regulation on non-affiliates (Cal. Code of Regulations Title 5 Div. 10 Chap. 1 et seq.)

Environmental Health and Safety Policy
<https://policyking.ucr.edu/home/policy/6539d1030ad0f868b86637a4>

UCR Policy on Use of University Materials, Equipment, and Facilities, 700-90
<https://policyking.ucr.edu/home/policy/6539d1030ad0f868b86635c0>