

# Oregon Institute of Technology

## Posting Policy

### OIT-30-006

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All posting materials used for advertising events, activities, organizations, or meetings must receive prior approval in the form of a stamp from the College Union Information Office. All such approved materials will be stamped on the posting in a visible location, so that CU staff can easily recognize non-approved postings. Before being approved, all postings must state the sponsoring department or organization, and must include contact information (contact person's name & phone number/e-mail).

All posting materials, methods, and locations must be consistent with the Facilities Use Policy (OIT-30-001), and the Campus Speech Activities Policy (OIT-30-002). Posting materials must not advertise controlled substances, including alcohol, in any way. Posting materials include flyers, notices, posters, banners, election materials, or other printed materials that advertise a group's events, meetings, etc.

A separate policy may determine posting procedures for ASOIT or OIT Organized Campus Club election materials; otherwise this policy will apply to the posting of election materials.

Posting space on campus is limited; therefore, 1<sup>st</sup> preference is given to campus organizations and activities. Any posting materials that litter the building, damage campus property, or which are obscene or interfere with the regular and orderly operation of the campus are prohibited and must be removed immediately. Also, any materials not properly approved or improperly posted will be removed. Any posting materials that are defaced, damaged, or altered in any way will be promptly removed. Excessive or repetitive violations of posting procedures may result in a fine up to \$50, assessed to the sponsoring organization(s) or individual(s), or may result in the loss of posting privileges.

### College Union

Due to a lack of posting space, currently only OIT events may be advertised in the College Union, with the exception of the Community Board (located on the north wall of Mt. Shasta Lounge). To ensure space for all, no poster may exceed 11"x17" in size. Posting is generally permitted **only** on bulletin boards, and the CU Information Office staff must approve all other locations and types (table tents, postings in bathrooms, etc.). The College Union reserves the right to limit the number of advertisements of a particular type/location. Posting by the CU staff will be done twice a week, and materials past the printed date will also be removed at that time. CU staff posting times will be displayed each term on the front counter.

The televisions located around the College Union (not including the big-screen in Mt. Shasta Lounge) are provided by Oregon Technical Broadcasting and Resource Fee, as an alternate form of advertisement and entertainment in the College Union. For this reason, these TVs should always be tuned to Channel 5. To submit an event to be advertised through the slide show (or through other publications, log into OTB's website (<http://otbproductions.org>), and click on "Work Requests."

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Auxiliaries (Paper Owl, Campus Dining, Subway) are responsible for advertisements within their own space and do not require approval from CU Information. However, they are expected to adhere to the general guidelines and respect the College Union facility. Offices which have outward-facing windows may post material on the windows without approval, but should use discretion in what will be seen by passersby (if there is a question about what is appropriate, please check with the CU Information Office). Any material in violation of the Student Conduct Code may be asked to be removed.

**Academic Buildings**

Posting is permitted on bulletin boards (some may require permission) or glass windows. Posting is not permitted on painted walls or exit doors. Removal of outdated material is the responsibility of the sponsoring individual or organization.

Recommended by:

College Union Commission: April 11, 2005  
President's Council: May 10, 2005

Approved by           /s/ Martha Anne Dow            
Martha Anne Dow, President

Date                   July 18, 2005