



Eastern Kentucky University

Policy and Regulation Library

University Policy: 11.1.1POL

Responsible Office(s): Finance and
Administration

Effective: June 8, 2009

Next Review Date: November 1, 2024

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Signage, Bulletin Boards and Posting Places

Statement

This policy ensures the wide variety of information that members of the University community might find of interest is displayed in a manner that promotes clarity of information, ownership of posting places, reasonable allocation of space, and a marketplace of ideas. In short, the development of categories of bulletin boards and posting places is designed to give context to information.

As freedom of expression is a fundamental value of Eastern Kentucky University and a critical foundation for a vibrant marketplace of ideas, this policy was crafted, and is intended to be applied, in a manner that encourages and facilitates free and effective communication and expression.

This policy is not intended to address those postings and signage required by statutes or building codes.

Entities Affected

The entire University community.

Policy Background

Information addressing the issue of posting on bulletin boards and tabletops was published in the Faculty Handbook. This policy was developed in response to input from the Student Government Association that the University's former approach to postings and posting places was cumbersome and discouraging to a vibrant marketplace of ideas. Moreover, confusion existed about which entities were responsible for various posting places around campus, such as posting places that appeared to be specific to a given office or organization but in fact were affected by the policies and practices of other offices.

Working with the Faculty Senate and with input from the Ad Hoc Committee on University Facilities, the Student Government Association proposed this policy to deal with the complex nature of expression in a public university setting.

After repeated instances of abandonment, littering, damage to mowers and other University property, and potential safety hazards, a request was made to prohibit the use of metal-based yard signs which support small rectangular posters often displayed across campus for promotional purposes. In order to address these concerns, this policy was revised to include instructions on the use of yard signs.

Procedures

I. INFORMATIONAL CATEGORIES

Eastern Kentucky University requires that all bulletin boards and posting places on campus fit into one of the following types of informational categories, and must bear one of the following types of explanatory signage as appropriate:

- “Campus Information Only”;
- “Unrestricted Posting Place”;
- “Building Information Only” ;
- “[Insert department/office name] Departmental (or) Office Information Only”;
- and
- “[Insert organization name] Information Only”.

For the purposes of applying these guidelines, Eastern Kentucky University considers the above type of bulletin boards and posting places to be the following types of forums:

- The University considers Unrestricted Posting Places to be Designated Public Forums as related to postings only and as such does not create a free speech zone at that posting location;
- The University considers Campus Information bulletin boards to be Limited Public Forums; and
- Likewise, the University considers Departmental/Office, Building, and Organizational bulletin boards and posting places to be Non-Public Forums because they are often maintained by specific entities for specific purposes, some of which may not be public even while being hosted in public facilities.

II. NUMBER OF POSTINGS

Parties wishing to post on bulletin boards and posting places may not post more than one of any item on the same bulletin board.

III. SIZE OF POSTINGS

Posted items must not be so large in size that they prevent the posting of other items on the same bulletin board or posting place.

IV. PLACEMENT OF BULLETIN BOARDS AND POSTING

When possible and reasonable, bulletin boards and posting places should be established in highly visible areas that receive significant foot traffic and are intuitively located.

V. ACCEPTABLE POSTING FIXTURES

In order to protect University property, only certain types of posting fixtures are permissible on campus. Bulletin boards, kiosks, obelisks, nonmetallic-based yard signs and suction-mounted window display frames are all acceptable mediums to post information. No items may be posted to walls or other areas that may be damaged by postings. Transparent tape may be used to post items on office doors and classroom walls. Such posts are acceptable only in moderation, in order to maintain good taste and reasonable decorum. Metal-based yard signs are prohibited without prior approval from the Chief Auxiliary Services Officer.

VI. OBTAINING POSTING PRIVILEGES ON OFFICE/DEPARTMENTAL/BUILDING OR ORGANIZATIONAL BULLETIN BOARD OR POSTING PLACES

Prior to posting items on bulletin boards belonging to an office/department/building or specific organization, parties wishing to post should obtain the express permission of said office, department, building supervisor or organization.

VII. OBTAINING POSTING PRIVILEGES ON UNRESTRICTED BULLETIN BOARDS OR POSTING PLACES

No prior approval is needed to post items on unrestricted bulletin boards and posting places.

VIII. OBTAINING POSTING PRIVILEGES ON CAMPUS ONLY BULLETIN BOARDS OR POSTING PLACES

No prior approval is needed to post items on campus information bulletin boards and posting places.

IX. TEMPORARY YARD SIGNS

Yard signs may be used as temporary signage. This includes all free-standing products, sandwich boards, easels, etc.

Non-commercial announcements may be posted on behalf of university-sponsored events only. Under no circumstances are announcements to be posted on any painted surface, in any classroom, or on any tree or shrub. Announcements shall indicate the name of the university-sponsored event for which the announcement is posted and the date posted. It shall be the responsibility of the University-sponsoring organization, department or office to promptly remove all such announcements after the conclusion of the advertised event.

- The primary purpose of temporary yard signs is to give directions or note location of events and activities. Advertising the event or activity and advertising sponsors of such event and activity are not the primary purpose of temporary yard signs.
- All yard signs must be approved by and printed through University Printing Services.
- Yard signs must be for university sponsored events only (events that have a starting time and ending time).
- Yard signs should be placed on campus no more than one week prior to the event, and must be taken down immediately following the event (evening of the event or first thing the following morning).
- Yard signs should be placed so as not to interfere with pedestrian traffic, not present a potential tripping hazard, and not interfere with vehicle/golf cart traffic.
- Yard signs should be placed to minimize interference with grounds crews in the conduct of keeping the campus clean and groomed.
- Placement of yard signs must not detract from an aesthetically pleasing appearance for the campus, and such placement should avoid any appearance of clutter.
- Yard signs may acknowledge support(s) of an event or activity, but may not display corporate logos. Commercial advertising via yard signs, fliers or posters is not permitted.
- Failure to observe and follow these policies and procedures will result in sign removal, and possible loss of future privileges. Gross violations or repeated violation may result in appropriate sanctions.

Definitions

- **Building Information:** Information pertaining to a particular building that is likely to be of interest to the University community and does not fit into another more appropriate category. Examples include hours of operation, location of venues

and offices, contact information for building staff, upcoming events within the building, etc.

- **Bulletin Board:** A geometric object, that is designed to be attached to a wall or other broad surface and which is constructed with materials that are designed for the non-permanent display of prepared information such as fliers, posters, pamphlets, etc. as distinct from a television or computer monitor.
- **Campus Information:** Information related to ideas that primarily affect the actual campus of Eastern Kentucky University; events occurring on campus or that are sponsored by University entities; or information generated by current students, faculty, or staff that pertains to Eastern Kentucky University.
- **Department/ Office or Building Information:** Information pertaining to the responsibilities, services, or function of a specific University department, office, or building or information that a given department, office or building supervisor wishes to make known to the University in the context of their mission.
- **Designated Public Forum:** Designated public forums are defined as "public property which the state has opened for use by the public as a place for expressive activity" and are treated substantially the same as traditional public forums.
- **Intuitive Location:** A location where it is reasonable to predict that the public may expect to find a bulletin board or posting place; locations that are not difficult to access, scarcely used, randomly selected, or receive minimal foot traffic. Examples include the entrance ways to buildings, common areas, and wall space located near office locations.
- **Limited Public Forum:** Limited public forums typically allow for more restrictions on speech than designated public forums because they are designated as such for a specific activity by a stated group or entity or for a specific type of expression such as a town hall meeting.
- **Organizational Information:** Information pertaining to the programs, services, functions, initiatives, or interests of a campus organization, which that organization wishes to make known to the University community. Examples of "organizations" (as distinct from "departments" or "offices"), include Registered Student Organizations and faculty or staff associations.
- **Posting Fixture:** An object, other than a bulletin board, designed for the display of tangible, non-permanent information. Examples include kiosks, obelisks, nonmetallic-based yard signs or suction-mounted window display frames. A posting fixture does not include walls, metal-based yard signs, or other areas that may be damaged by postings.
- **Posting Place:** A physical location reserved for the posting of information, either on bulletin boards or other posting fixtures.
- **Traditional Public Forum:** In a traditional public forum, the state may not restrict speech based on content unless it can show that its regulation is necessary to serve a compelling state interest and is narrowly tailored to achieve that interest.

- **University:** Eastern Kentucky University
- **Unrestricted Bulletin Board or Posting Place:** Unrestricted bulletin boards or posting places function as a traditional public forum.

<h2>Responsibilities</h2>

- Chief Auxiliary Services Officer
 - Oversight of temporary yard signs on University property and approval of exceptions to the prohibition of metal bases on a limited basis.
- Department, Office, or Organization Heads or Building Supervisors
 - Maintaining Department, Organization, Office or Building Information Only bulletin boards.
- Entities wishing to establish a bulletin board or posting place
 - Acquiring any desired bulletin boards or posting places and the appropriate signage.
 - Securing any necessary permission to establish said posting place.
 - Ensuring the completion of any necessary paperwork to establish said posting place, such as Requests for a Change to Facility.
 - Maintaining information on any restricted bulletin boards or posting places under their control.
- Facilities Management
 - Making recommendations for types of bulletin boards or posting places to be purchased by any University entities based on placement, size, weight, etc.
 - Hanging bulletin boards purchased by any University entity.
- Parties wishing to post information (i.e. University sponsoring organizations, department or office)
 - Obtaining any necessary posting approval from the offices or departments responsible for a given bulletin board (would not apply to “Unrestricted Posting Places”).
 - Ensures postings are posted on appropriate bulletin boards in appropriate posting places.
 - Removing postings after information has become irrelevant.
 - Ensures yard signs, as applicable, are placed appropriately on campus and removed promptly from campus after the conclusion of the advertised event.
- University Printing Services

- Approves and prints all temporary yard signs to be posted on University property.
- Receives and responds to reports of temporary yard signs in violation of this policy.
- University Vice Presidents *
 - Approving and attempting to reasonably accommodate, and coordinate, the placement of bulletin boards and posting places within facilities occupied by offices within their reporting lines.

* Vice Presidents may elect to delegate this responsibility to subordinates where appropriate.

Violations of the Policy

Parties who post information in violation of these guidelines may have their information removed at the discretion of the entity responsible for maintaining the bulletin board or posting place in question.

Failure to observe and follow these policies and procedures will result in sign removal, and possible loss of future privileges. Gross violations or repeated violation may result in appropriate sanctions.

Policy Adoption Review and Approval

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
November 12, 2019	President	Approved Interim
June 8, 2009	Board of Regents	Adopted
May 5, 2009	President	Approval
May 5, 2009	Administrative Council	Approval