University of Portland Distribution and Posting of Literature

Purpose

The university attempts to provide its community a "marketplace of ideas" within the University environment. In order to achieve that environment it is necessary to offer policy guidelines with the intention of providing fair, uniform and manageable student access to information which furthers the educational goals of the University.

It is intended that all parties, the advertisers as well as the university community, benefit from these guidelines so that access to information is not limited and so that all individuals, groups, and organizations are allowed free expression within the same guidelines. To this end, the policy statement below has been developed.

Policy

I. <u>On-Campus Groups</u>

A. General Provisions

University personnel, students, departments, and registered student organizations may post or distribute literature on University property in accordance with the following provisions:

- 1. All materials posted or distributed shall clearly indicates the name of the sponsoring campus individual, registered student organization or University department, and must be approved at the Office of Student Activities.
- 2. Before publicity can begin, all facilities, dates, and times must be Cleared through the Office of University Events located in the Chiles Center.
- 3. Literature advertising any on-campus events or programs which will be distributed off campus must be cleared through the University's Office of Public Relations (PR). Be sure the event warrants off-campus coverage. When approval for the event has been granted a written fact sheet indicating "Who, What, Where, When and Why," as well as the phone numbers of contact persons (in case more information in needed), shall be submitted to PR.
- 4. Material printed in any language other than English may be posted only when accompanied by an accurate English translation.
- B. Distribution of Literature (i.e. multiple copies for individuals to take)
 - 1. A copy of the material distributed on campus must be left in the Office of Student Activities, St. Mary's Student Center.
 - 2. Materials may be distributed in high traffic areas (e.g., outside the Cove, in the Buckley Center Foyer, etc) as indicated by the director of student activities.
 - 3. Materials may not be forced upon others.
 - 4. Literature may not be placed on or in vehicles parked on campus.
- C. Posting (i.e. notices to be placed on bulletin boards)

- 1. All posted materials must bear an approval stamp affixed by the Office of Student Activities in St. Mary's Student Center. Unauthorized materials will be removed. Authorization of publicity does not imply sponsorship, approval or endorsement by the University of any idea, viewpoint or activity described.
- 2. Because of limited space one advertisement per event per bulletin board will be allowed. (See attached list to determine how many bulletin boards are currently assigned for each type of notice.)
- 3. Posted material may not be placed on walls, windows, pillars, trees, designated departmental bulletin boards, or over previously posted materials in such a way as to obscure them.
- 4. Posted materials are categorized in three sizes:
 - a). Fliers, usually 8 1/2 X 11 but maximum 11 X 14 inches.
 - b). Posters, which are limited to 14 X 22 inches.
 - c). Banners, which may be hung in places other than on bulletin boards for a maximum of five days. The director of student activities will approve the banner and reserve a space on campus.
- 5. To enhance posting capability and to prevent congestion, posters will be removed by the Office of Student Activities the day after the event, or two weeks after the date of approval, which ever is earlier.
- 6. Academic classroom bulletin boards are under the direction of the respective building managers. Departmental bulletin boards are under the direction of department or college as designated. These bulletin boards are primarily used for academic announcements.

II. Residence Halls

A. General Provisions

1. Same as provisions for on-campus groups (see Section I of this policy).

B. Posting

1. All posting in the residence halls is the responsibility of the hall directors. Leave 47 stamped flyers (81/2 X 11) in the Office of Residence Life. They are picked up daily to be posted by the residence hall staff.

C. Distribution of literature

- 1. Approving materials for distribution in the residence halls is the responsibility of the Office of Residence Life.
- 2. Surveys to be distributed in the residence halls must be cleared and approved by the director of residence life. The survey must include the class or organization name, instructor's or moderator's name and initials and the name of the person or persons conducting the survey. Arrangements should be made with the hall director regarding distribution time.
- 3. A copy of the survey and results must be submitted to the director of residence life.

III. Off-Campus Groups

Off-campus groups or business establishments must adhere to the following provisions for posting, distribution of literature and gathering signatures for

petitions:

A. General

1. All pieces of literature must indicate the name of the sponsoring organization or business establishment and its address.

B. Posting

1. All posting of off-campus material must be approved, and materials must be stamped and dated by the Office of Student Activities. Unauthorized materials will be removed. Authorization of materials in no Way implies endorsement by the University of products or services Offered. Posters should not be larger then 14 X 22 inches.

C. Distribution

- 1. Off-campus persons wishing to distribute their literature or obtain petition signatures on the campus must be sponsored by a registered student organization or department of the University. The distribution will be handled by those University groups.
- 2. To obtain a student organization sponsor, provide the Student Activities Office with 40 copies of a letter requesting sponsorship. These letters will be distributed to organizations through their campus Mailboxes. Adequate information should be included so an interested group can respond to the appropriate contact person. There is no guarantee that a student organization will respond to an off-campus request.
- 3. Literature must not be forced upon anyone.
- 4. Commercial or other solicitation on the University campus by off-campus persons is regulated (see University policy on sales and solicitation).