



Policy Number 2.2.2

Chapter: Activation

**Title: Posters, Flyers, and Chalking
on Campus**

**Division/Department: Activation/Auxiliary
Services**

Policy Administrator: Director of Facilities

**Adoption Date: December 13, 2023 –
Interim Policy**

Revision Dates:

1. PURPOSE

This policy preserves the visual integrity of the Auraria Higher Education Center and assists the campus community by regulating the use of posters, flyers, and chalking on campus. This policy will ensure their usefulness and effectiveness, while minimizing visual clutter, litter, potential damage to property, disruption of campus operations, and unnecessary costs.

2. DEFINITIONS

- 2.1. Auraria Campus: All grounds, buildings and facilities located within the boundaries of the Auraria Higher Education Center.
- 2.2. Auraria Higher Education Center or “AHEC”: The higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes (C.R.S.) and located in the City and County of Denver.
- 2.3. Constituent Institution: As defined in C.R.S. § 23-70-101(b), an institution of higher education at and within AHEC, including Community College of Denver, University of Colorado Denver, and Metropolitan State University of Denver.
- 2.4. Flyer: A printed advertisement, announcement, circular, handbill, brochure or the like that is primarily intended to be handed directly to a person or left in a stack for people to pick up. If a Flyer is affixed to something, it becomes a Poster.
- 2.5. Poster: A display of images and/or text on paper, poster board, or other medium intended to be affixed to a pole, bulletin board, door, window, or similar location

with pins, tape, staples, or adhesive. Posters are meant for temporary postings of a few days or weeks.

3. POLICY

- 3.1. Posting of announcements, advertisements, or printed material of any kind is prohibited everywhere on the Auraria campus, except on authorized kiosks, bulletin boards, and other expressly designated areas.
- 3.2. To prevent visual clutter, littering, and damage to buildings and facilities, AHEC will enforce limits on location, means of attachment and removal, duration of display, and other requirements as set forth in this policy.
- 3.3. Materials that fail to comply with this policy or that cause damage to a structure, tree, or other property may be removed, and the cost of damage, removal and repair may be charged to the responsible party.
- 3.4. Materials bearing commercial messages, such as advertisements for goods and services, are subject to AHEC policies on sales and solicitations on campus and are not permitted without prior approval of the Auxiliary Services Department.
- 3.5. Materials must include the name and contact information of the party sponsoring or otherwise responsible for them.
- 3.6. Materials advertising events must be removed by the party posting them immediately after the event has occurred.
- 3.7. Posters:
 - 3.7.1. Posters may not be affixed to any surface using adhesives, tape other than masking tape, or hardware such as screws and nails unless expressly approved and applied by Facilities Services.
 - 3.7.2. All Posters shall be limited to one posting per display area and may not exceed 11 x 17 inches in size. They must not interfere with or cover other postings.
 - 3.7.3. Posters may not be posted for more than seven days.
 - 3.7.4. All Posters will be removed from general display areas at regular intervals throughout the semester.
 - 3.7.5. In the Tivoli Student Union:
 - Posters advertising on-campus events may only be posted on bulletin boards, on the unpainted brick pillars inside the building and on glass surfaces of the building entrance doors.

- Posters may only be posted up to one week in advance of the event. Posters on glass surfaces of building entrance doors may only be posted on the day of the event.
- Posters must be advertising open events, not products or services, except in leased spaces when placed or permitted by the lessee.
- Bulletin boards and other surfaces at the Tivoli Student Union are cleared every weekend.

3.7.6. Constituent Institutions' departments and recognized institutional and student organizations have specific designated display areas for their exclusive use. These are posted with written notice that the area is for their exclusive use. Each department or organization shall be responsible for clearly designating and maintaining their respective areas.

3.8. Flyers:

3.8.1. Flyers may be distributed in any public area of the Auraria Campus by handing them directly to individuals, or by leaving them to be picked up in a location authorized by the department or office where they are to be left.

3.8.2. Distribution must not disrupt traffic or block any facility entrance. Flyers are not permitted to be distributed in non-public areas such as classrooms, residence halls, academic and administration buildings.

3.8.3. Distributors are responsible for picking up and properly disposing of Flyers that are dropped or left behind.

3.8.4. If Flyers are found loose on campus, the party publishing or distributing the Flyers may be charged for cleanup.

3.9. Chalking:

3.9.1. Chalking, tagging, painting, or marking of any kind is prohibited except for water-soluble chalking on uncovered sidewalks.

3.9.2. Chalking is allowed only to advertise campus events sponsored by AHEC or Constituent Institution departments and recognized student organizations on the day of the event.

4. APPROVAL AND ADOPTION

This is an interim policy that will expire in six months.

Date: December 13, 2023

Approved by: */s/ Colleen Walker*
AHEC Chief Executive Officer