



# Administrative Policies and Procedures

## Office of the Executive Vice President for Administration

Policy Title      Posting on Campus

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### General Information:

The Auraria Higher Education Center (AHEC) is a college and university campus established by state law for the use and benefit of its constituent institutions of higher education. First priority for the use of Auraria campus facilities is given to the students, faculty and staff of those institutions. All uses of Auraria campus facilities are subject to reasonable time, manner and place restrictions.

Posting of announcements, handbills, posters, advertisements, flyers or printed material of any kind is prohibited everywhere on the Auraria campus, except on authorized kiosks, bulletin boards, and other expressly designated areas. Prohibited areas include the following:

- Light posts
- Windows (*Interior & exterior glass surfaces, except as permitted in the Tivoli Student Union section below*)
- Motor vehicles
- Trash cans
- Building exteriors
- Fences
- Trees
- Restrooms
- Parking lots
- Signs
- Doors (*common hallway or building doors, except as permitted in the Tivoli Student Union section below*)
- Classrooms
- Painted surfaces

Chalking, tagging, painting or marking of any kind is prohibited on all Auraria buildings, grounds and facilities. Water soluble chalking is permitted on the ground level (sidewalk) exterior entries, to advertise special functions (sponsored by campus departments & recognized organizations and taking place on the campus) on the day of the event. Chalking is only permissible on the horizontal concrete ground surfaces (not on walls, brick surfaces, etc.) and must not be on the elevated step entries.

### Regulations regarding where and how one can post:

- The name and contact information of the person or organization posting the material must be clearly identifiable on any posted material.
- Most Auraria building and grounds have designated areas set aside for the general display of announcements, posters, handbills, etc. All off-campus individuals and organizations shall limit their postings to general display areas.
- All materials posted in general display areas shall be limited to one posting per area and may not exceed 11 X 17 inches in size and shall be posted in such a way as not to interfere with or cover other postings.
- Materials must be removed by the party posting them within 48 hours after the advertised event has occurred. In any case, all materials will be removed from general display areas at regular intervals throughout the semester. Boards at the Tivoli Student Union are monitored/ cleaned and updated every weekend.

- Institutional 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.
- In addition to the above options, at the Tivoli Student Union flyers advertising on-campus events (abiding by the criteria established herein) may be posted on the UNPAINTED brick pillars and on the glass surfaces of the building entrance doors (avoiding the vinyl letters on the glass.)
  - Only one flyer per surface is allowed.
  - Flyers may only be posted on the unpainted brick pillars up to one week in advance of the event.
  - Flyers may only be posted on the glass surfaces of the building entry doors on the day of the event.
  - The Tivoli Student Union staff may relocate flyers to avoid damage; or to ensure ingress/egress from the building.
  - Flyers must be advertising open events (not products or services, etc.)
- The Auraria Campus Event Services office may, from time to time, authorize additional posting locations to maximize advertising opportunities for Campus sponsored events (this includes special consideration at Student Government election times.)

**Posting Violations:**

All postings that do not comply with this policy shall be summarily removed. Individuals and/or organizations shall be required to pay repair and removal costs and may forfeit campus posting and scheduling privileges for repeated violations of this policy.

For more information about Auraria campus posting areas and regulations, persons should contact: Auraria Campus Event Services.

**Table Tents**

Table Tents advertising is available for advertising open events and campus services. Table Tents must be registered through the Auraria Campus Event Services Office (ACES) and must adhere to the following guidelines:

- Tables advertising placement must adhere to the guidelines listed below and are limited to one tent per table. If an area is not specified below, it is not authorized for placement of advertising.
  - Tivoli Atrium Food Court Seating area
  - Tivoli Roger Braun Student Lounge
  - Tivoli Multi-Cultural Lounge
  - Tivoli Garage Quiet Student Lounge
  - Tivoli Boiler Room Lounge
  - Classroom Dispersed Vending Lounges  
(*First floor Arts, West, South, Aviation & Science Buildings*)
- Table advertising campaigns may not exceed one week in duration.
- Advertisers are responsible for placing the tents and replenishing the tent advertisement for the duration of their approved period. Due to the highly public nature of these lounge areas, ACES is not responsible in any manner for the table tents, including maintenance, damage or loss. When

possible, staff will be diligent in their efforts to recognize and preserve table tents for events that have not yet occurred. Staff will discard damaged tents and will remove all tents following the event.

- Advertising is limited to recognized student organizations, campus departments and campus leaseholders/tenants, who wish to promote open campus events and services.
- Table advertising space is available on a first-come, first-serve basis.