

## Campus Posting Policies

This policy applies to three types of temporary signs. The first type is **Informational**, in that it provides information on an event, activity, information that is of interest to university students, faculty or staff. The second type of signage is **Directional** in nature showing the way to a specific event being held that day. The third sign is **Political**, and includes signs that support or oppose a political candidate or a ballot proposition.

### I. All Signs

- a) Any sign or posting must represent an activity or event sponsored, facilitated, or approved by an official Azusa Pacific University Department or Organization. No outside posting allowed unless it meets this criterion.
- b) All signage must have the contact information (email/departmental extension) for the sponsoring department clearly printed on the signage.
- c) The Community Staff must approve and stamp all signs before posting.
- d) All signs must have an expiration date, which is a maximum of two week past first day of posting.
- e) Name of the responsible person, contact address, and phone number must be submitted to Community Staff, or Department Head before receiving posting approval
- f) Signs that contain illegal content or that violate University policies are not permitted. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, that disclose confidential information without appropriate authorization, or that conflict with the University's Statement of Faith, Mission, and Positional Statements.

### II. Informational Signs

- a) Signs that provide information on an event, activity or information that is of interest to University students, faculty or staff must be removed immediately upon completion of the activity, event, or the expiration of fourteen days, whichever comes first.

### III. Directional Signs

- a) Signs to indicate the direction to events being held on campus may only be posted the day of the event and must be removed immediately upon completion.

### IV. Political Signs

- a) Only political signage referring to an Azusa Pacific University student election may be posted on APU's campus- no outside political signage allowed.
- b) Signs supporting or opposing a candidate or a ballot proposition may not be posted earlier than thirty days prior to the applicable election and must be removed immediately after the election.
- c) All Political signs must indicate the name or names of the responsible person(s) endorsing candidate(s) and/or propositions.

### V. Sign Display

- a) Signs may only be placed on bulletin boards, and non-painted concrete or block surfaces. No signs may be placed on glass, signs, light posts, doors, nor nailed or stapled to trees or plants, nor placed on or under room doors in student living areas.
- b) Only blue painter's tape can be used to affix signs to approved surfaces. Thumbtacks, staples or masking tape may be used on designated bulletin boards.
- c) No signs can be affixed to horizontal surfaces (benches, tables, etc.). Signage displayed in student living areas is also subject to the discretion of the living area staff regarding appropriateness and placement.

### VI. Designated location(s) for posting of signs

- Unpainted block walls at 7 Palms
- Exterior North wall of the Student Union
- Bulletin Boards in lobby of Student Union
- Southeast Corner wall of Cornerstone Coffeehouse (must be approved by Coffee House Manager)
- Bulletin Boards at entry to MM Classrooms
- Bulletin Boards at the stairwells of Turner Campus Center
- Bulletin Boards in the lobby of each residence area (must be approved by RD first)
- Bulletin Boards at A court of shire housing area (must be approved by ResLife)

### VII. Sign Removal

- a) Persons or groups who post signs are required to remove them by the day following the event or after one day if the signs are for information only. Persons or groups who do not remove the signs within the prescribed time limit risk fines and loss of posting privileges for the remainder of the academic year.
- b) University staff reserves the right to remove signage without notice that is outdated, does not adhere to the posting policy, or is contrary to community standards.

### VIII. Other

- a) **Chalk- Chalk drawings and signage** may be placed on asphalt and concrete walkways only. Chalk drawings shall be limited to the Cougar Walk and residence halls only. Care should be taken to keep chalk away from building entries. All Chalk drawings and signage must be approved by Campus Safety, Community, Resident Life, or Facilities.
- b) **Hand-distributed fliers** are not permitted at any time. Exceptions for this may be granted by Chapel Programs to distribute information following their events; please contact their office to procure an exception.
- c) **Signage exceptions** are available for SGA and residence hall activities. Organizer of such events to contact the Office of Facilities Management before the scheduled event