



APU 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. This policy applies to designated campus posting areas. For posting in personal living areas, please refer to the Residence Life policies.

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) Any signage involving possible Service Credits must be approved and stamped by the Center for Student Action.
- d) The Campus Life staff located in the Office of Campus Life must approve and stamp all signs before posting.
- e) All signs must have an expiration date, which is a maximum of two week past first day of posting.
- 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) Posting political signage on APU's campus areas is not allowed. Signage exceptions are available in residential units. Refer to Residence Life housing policies for information regarding appropriateness and placement of any signage.
- b) Only political signage referring to an Azusa Pacific University student election may be posted on APU's campus.
- c) Signs supporting or opposing a student election candidate may not be posted earlier than thirty days prior to the applicable election and must be removed immediately after the election.
- d) All student election signs must indicate the name or names of the responsible person(s) endorsing candidate(s) and must follow all SGA election guidelines.

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.

d) Posters that are on A-Frames/Sandwich Boards must be approved by the Office of Campus Life. A-Frames/Sandwich Boards must be placed in a location that does not block the flow of traffic and can be displayed only one week prior to the event occurring. The A-Frames must be removed as soon as the event is over.

VI. Designated location(s) for posting of signs

- Unpainted block walls at 7 Palms
- Exterior North wall of the Student Union
- Bulletin Boards on Cougar Walk/Wallace Way by the President Haggard statue
- Bulletin Boards at entry to Multi Media (MMED) Classrooms
- Bulletin Boards at the stairwells of Turner Campus Center
- Bulletin Boards in the lobby of each residence area (must be approved by Residence Director (RD) first)
- Bulletin Boards at A court of shire housing area (must be approved by Residence Life)
- Bulletin Boards in front of the Felix Event Center.
- Bulletin Boards on West Campus at base of stairs.

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 immediately without notice that is outdated, does not adhere to the posting policy, or is contrary to community standards.

VIII. Other

a) **Chalk-** All Chalk drawings and signage must be approved by Campus Life or Student Affairs. Chalk drawings and signage may be placed on asphalt and concrete walkways only. Chalk drawings are limited to the Cougar Walk, Kresge Plaza and residence hall sidewalks only. Chalking is not allowed in areas covered by a roof or overhang. Chalk must be washable "sidewalk" chalk. Chalking is not allowed near building entries (must be minimally 3 feet away from all entrances). Chalking is approved for 5 days and is removed on a weekly basis. The Vice President for Administration reserves the right to remove signage immediately without notice that is outdated, does not adhere to the posting policy, or is contrary to community standards.

b) **Signage exceptions** are available. Organizer of such events to contact the Office of the Dean of Students before the scheduled event.