

boards. Individuals authorized by the University to do so may remove materials posted that are not in accordance with this policy. Questions regarding this policy should be directed to the Associate Director of the Student Center.

5.2.1 Reservation Process

Reservations for all flyers, posters, and banners should be made at the Student Center Information Desk located on the second floor or the Student Center Services Office on the first floor (unless a different group has approval authority as indicated below in Section 5.2.3). Groups or departments that have their own bulletin board do not need to make reservations for postings on their own board. All reserved flyers, posters, and banners must bear the stamped reservation date of the Student Center Office except those utilized in spaces designated for a specific organization or department.

5.2.2 Criteria

Posters that announce meetings, programs, and special events sponsored by members of the campus community will be permitted in all University buildings. All material must include: the name of the sponsoring group, individual, or department and, if necessary, an accompanying English translation. Materials may not contain obscene language, drawings, or illustrations. Materials may not make any reference in print or graphics to alcohol. For fundraisers, all beneficiaries of the fundraising effort must be specified in the promotional material.

5.2.3 Guidelines

A flyer is any paper not exceeding the size 8.5 x 11 inches. A poster is any paper that is not a flyer and does not exceed the size 24 x 17 inches.

- All flyers/posters must be approved and stamped by the Student Center Information Desk, except as noted below. The Student Center Information Desk, or other reviewing body noted below, will only review flyers/posters for compliance with the criteria set forth in Section 5.2.2, "Criteria.";
- Up to 50 flyers/posters allowed for USA student organizations;
- Up to 15 flyers/posters allowed for individuals or non-USA groups;
- Not more than 1 flyer/poster per bulletin board per individual / group;
- No flyers/posters are allowed on painted surfaces, on the outside of any building, doors, or windows, or on trees;
- No posters are allowed on painted surfaces, doors, or glass. Special regulations governing student campaigns may be adopted by the SGA Election Committee;
- All sheet signs must be approved by Student Government Association in accordance with the guidelines for sheet signs set forth below in Section 5.3.1;
- Items must not be hung in a manner which would obscure previously posted (and current) flyers;
- Materials may be posted until the event is completed or for a maximum of 30 days. The Student Center staff will remove posters on the last day of each month. All groups are encouraged to remove their own materials in a timely

fashion and to remove other dated material when posting their own; and

- Multi-date events may be posted for an entire quarter; however, such posters will be taken down at the conclusion of each quarter. Exceptions to time limitations may be made for posters promoting on-going programs of Student Services.

Flyers and posters may be posted in the following building and locations:

- Administration bldg: Bulletin board in basement. No flyers/posters on first floor;
- Classroom bldg: Approved bulletin boards;
- MCOB: Approved bulletin boards;
- HPELS: Approved bulletin boards College of Medicine: student lounge bulletin board;
- Library: bulletin board in front lobby;
- Life Sciences: Approved boards on each floor;
- Humanities: in hallway joining two wings;
- USA Mail Hub: approved bulletin boards;
- Shelby Hall: only electronic advertisements;
- Student Recreation Center (must be approved by Director of Campus Recreation);
- Student Center: Approved bulletin boards; and
- Student Center Mall: Between two front doors.

If in doubt, please check with the appropriate building staff to determine acceptable locations for posting of flyers/posters. Failure to comply with the above rules may result in the suspension of poster privileges for offending organization(s) and/or individuals.

5.2.4 Special Rules for Posting in the Student Center

These rules for posting in the Student Center apply to all members and non-members of the campus community, including, but not limited to, students, recognized and registered student organizations, academic and administrative departments, and non-USA affiliated groups and individuals, unless indicated otherwise.

- A maximum of four flyers may be posted in the Student Center per unique event, with only one such flyer permitted per bulletin board;
- Banners may only be hung from 2nd floor lobby rail and only by registered student organizations; and
- Banners may not exceed 3 feet in width and 10 feet in length. Banners exceeding these dimensions will be taken down by Student Center staff.

Groups wishing to hang banners must reserve a location with the Associate Director of the Student

Center located in RM 150.

5.3 Outdoor Signage / Chalking

Outdoor signage, including, but not limited to, sheet signs, yards signs, and directional signs, and chalking by members of the campus community are permitted under this policy, subject to the limitations set forth herein. All other solicitations, promotions, advertisements, displays, sheet signs, yard signs, directional signs, or chalking on campus are prohibited. Individuals authorized by the University to do so may remove signage/chalking that is not in accordance with this policy.

5.3.1 Sheet Signs

Sheet signs advertising an event may be hung seven days prior to the specified event and must be removed within three days following the event. All other sheet signs may be posted for a maximum of 30 days. Each sheet sign must indicate the name of the associated University group or individual and the date that the sign was posted. Sheet signs must be hung between two trees (not on or between buildings or structures), must be hung with biodegradable cord, and may be placed anywhere on campus except Moulton Tower, Alumni Plaza, the area in front of the McQueen Alumni Center, and the area between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road, and Areas between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road and University Boulevard and to the portal of Stadium Drive and the public sidewalks. (For reference, the areas between the public sidewalks along Old Shell Road and University Boulevard and the red line depicted on the map available here: <https://www.southalabama.edu/departments/studentaffairs/resources/usaperimetermap.pdf> are restricted areas as described in this section.)

Sheet signs must not obstruct or impair visibility related to roadways or the ingress and egress to a building or area of campus. Any sheet signs that are not in full compliance with this policy are subject to removal and disposal without notice.

5.3.2 Chalking

Chalking is allowed only on natural gray concrete sidewalks and streets that are subject to being washed by the rain, and the chalk used must be washable. No chalking can occur on sidewalks or building entrances that are covered in any way, nor on any type of brick or concrete pavers. Chalking is not allowed on walls, doors, windows, trees, or any vertical surfaces. Organizations or persons who violate this policy may be charged for time and materials to remove the chalk.

5.3.3 Yard Signs / Displays

Non-commercial yard signs or displays (no larger than 18 x 24 inches) or other displays placed in the ground with a stake or similar device may be placed only in outdoor areas of campus where members of the campus community are commonly allowed. They cannot be placed in flowering or non-flowering landscaping beds, tied to trees, or placed in the area immediately around the Mitchell Center, Moulton Tower, or Alumni Plaza or within the area between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road and Areas between the street side of University buildings and facilities on the periphery of campus from the portal of North Drive to the corner of campus at Old Shell Road and University Boulevard and to the portal of Stadium Drive and the public sidewalks. (For reference, the areas between the public sidewalks along Old Shell Road and University Boulevard and the red line depicted on the map available here: <https://www.southalabama.edu/departments/studentaffairs/resources/usaperimetermap.pdf> are restricted areas as described in this section.). The total number of related yard signs allowed on campus per event may not exceed twenty (20).

Yard signs may be reasonably displayed 72 hours before an event and must be removed within 24 hours of the event. Signs must be dated.

5.3.4 Special Rules for Directional Signage

Small directional signs (no larger than 18 x 24 inches) may be placed in outdoor grass areas within ten feet of roadways for events for which University space has been reserved when the majority of expected attendees are not members of the campus community. Directional signs must be placed the day of such event and removed at the conclusion of the event.

5.4 Solicitation

In addition to the rules set forth above, the University regulates the use of its facilities for solicitation of money by students, student organizations, employees, departments, other affiliates, and visitors. Solicitation by placing flyers on vehicles by USA or non-USA groups or individuals is strictly prohibited. Door-to-door solicitation is not allowed.

5.4.1 USA-Affiliated Groups

University of South Alabama student organizations, departments, or other affiliates of the University are permitted to engage in solicitation activities such as fundraisers on campus. Use of space for the selling of goods and/or services that is in close proximity to and in direct competition with exclusive University vendors such as the University Bookstore, Dining Services, Housing, Vending, or any other entities that have an exclusive contract with USA is prohibited.

Each event must follow the policies, rules, and regulations of the University and the laws of the State of Alabama or other governing body. Solicitation privileges may be revoked for violation of policies, rules, and/or regulations or for conduct that may be characterized as unlawful harassment or is otherwise in violation of University policy or applicable laws, rules, or regulations.

5.4.1.1 Solicitation in the Student Center

Solicitation in the Student Center. The USA Student Center requires any organization requesting space for solicitation in the Student Center to contact Student Center Services (460-6077) to make a reservation. Designated spaces are limited and restricted to the use of that space only. All organizations using designated solicitation space must adhere to all reservation policies of the Student Center.

5.4.2 Non-USA Groups

Non-University groups, individuals, or businesses are not permitted to solicit or distribute business-related materials, including, but not limited to, advertising, in University buildings or on the grounds except at designated places during designated times. Please contact Student Center Services at 460-6077 for more information about designated times. Any business, company, or service attempting to recruit for student employment must obtain approval from USA Career Services (460-6188) to reserve vendor space.

6. Enforcement

This policy shall be administered and enforced by the Dean of Students or other University officials as designated. Visitors to the campus and all others violating these regulations regarding time, place, manner of speeches, and demonstrations will be subject to immediate eviction or removal from campus by appropriate University agents or officials and may be subject to legal or University disciplinary action. Students and student organizations operating in violation of this policy will be subject to disciplinary action under the Student Code of Conduct, up to and including removal from

the University.

Any violation or alleged violation of this policy must be reported to the Vice President for Student Affairs, whose office will coordinate management of the violation or alleged violation and document all relevant details of its resolution. Annual reports as required by Alabama law will be published on the University's website beginning September 1, 2021. University employees will not consider the viewpoint of expressive activities when enforcing this policy. In the event any University policies are inconsistent with this policy on speech, expressive activities, and the use of University space, facilities, and grounds, this policy shall control.

Persons, agencies, or organizations wishing to appeal a decision based upon this policy may file a written appeal with the Vice President for Student Affairs within three working days of the decision. The decision of the Vice President for Student Affairs regarding the appeal will be rendered within three working days of receipt of the appeal and is final.

7. Related Documents

[The Lowdown](#)

[Community Reservations Policy](#)