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Campus Specific Requirements: Morris

Governing Policy

- Distribution of Temporary Information through Publications, Banners or Chalking

Information specific to various campus information distribution modalities follows.

A. Postings on bulletin boards / tack strips

Posting places on the UMN Morris campus are defined within three classifications as described below. Posting boards / tack strips will be labeled according to this classification system.

■ UMN Morris Division, Discipline, Office, Program, or Organization-Specific Locations

Purpose: Within academic and student life buildings a number of bulletin boards and tack strips are designated for postings and information sharing related to specific academic divisions, academic disciplines, campus offices, programs, or organizations.

- These boards are clearly labeled with ■ and the sponsoring program is identified.
- **Who can post here:** The sponsoring division, discipline, office, program, or organization; they may post items pertinent to their programs. .
- **Length of posting:** The length of time for posting is at the discretion of the sponsoring division, discipline, office, program, or organization.
- **Poster requirements:** Posters cannot be larger than 14 inches by 22 inches. Anything larger than this is considered a banner.
- **Removal of outdated materials:** The sponsoring division, discipline, office, program, or organization will remove outdated materials.
- **Who manages the board:** For each UMN Morris Division, Discipline, Office, Program, or Organization Posting Location, designated program staff members, faculty, and/or student leaders will be identified as responsible for managing the boards for their specific programs, departments, disciplines, or organizations.

● UMN Morris University Posting Locations

Purpose: Within a number of academic and student life buildings designated bulletin boards and tack strips are available for university postings and information sharing related to campus events, student resources, academic and student life opportunities and other information.

- These boards are clearly labeled with ● and are listed below.
- **Who can post here:** UMN Morris divisions, disciplines, offices, programs, and registered student organizations can post in these locations; the sponsoring group must be listed on the poster. Posters must be date stamped by the Office of Student Activities.
- **Length of posting:** Posters may be up until the event occurs or for service / program posters for no longer than 16 weeks.
- **Removal of outdated materials:** Student Activities staff will review all posting locations on a weekly basis and remove outdated materials.

Who manages the board: The Office of Student Activities manages UMN Morris University Posting Locations for the campus.

Building	University Posting Boards (#)	Locations <i>TBD in consultation with Division Chairs and other groups</i>
Behmler Hall	1	
Camden Hall	1	
Cougar Sports Center	2	
Education	1	
Humanities and Fine Arts (HFA)	3	
Humanities	1	
Imholte	1	
Science	3	
Student Center	5	
Residence Halls / Apt Comm. Ctr	7	In the main lounge of each hall
Total	25	
Student Activities - office copy	1	
Total Posters	26	

Requirements for posters and flyers to be posted in ● University Posting Locations

- Poster design:
 - Posters cannot be larger than 14 inches by 22 inches. Anything larger than this is considered a banner.
 - All posters must clearly display the name of the sponsoring department, division, discipline or organization. Contact information including an email address is strongly encouraged.
 - A mailing label or light colored empty space (minimum of 1 inch tall x 2 inches wide) must be present on the poster (bottom right) so the date stamp is visible.
 - Posters for events must include disability accommodation information.
 - Informational posters may not need this information if it is not relevant.
- Poster distribution:
 - All posters must be date stamped for removal by Office of Student Activities staff. There is a limit of one poster per posting location. The Office of Student Activities also requires one additional poster for their records and the campus archives. (thus up to 26 copies of any one poster can be date stamped, 25 to be posted and one for the University Archives.)

- Groups will be responsible for hanging their posters on the designated boards (except in the residence halls, see below).
- Residence Hall postings - Residence halls are locked for security of the residents. Office of Residential Life staff will post and remove materials on these boards. After having posters date stamped in Student Activities they can be dropped off in the Office of Residential Life administrative offices in Gay Hall at least 24 hours prior to when you would like the materials posted.
- Posters may not cover other existing posters and cannot be placed on any surfaces other than the designated posting boards.

◆General Purpose Posting Locations

Purpose: Three campus bulletin boards are designated for general purpose posting by on- or off-campus individuals and entities, providing space for information on community events, businesses, and services; for- sale items; housing opportunities; and other general postings and information sharing related to campus events, student resources, academic and student life opportunities and other information.

- These boards are clearly labeled with ◆ and are listed below.
 - Student Center
 - Humanities Fine Arts Center (HFA)
 - Science and Math
- **Who can post here:** Any on or off-campus individuals or entities. These spaces allow for anonymous speech. Sponsoring organizations do not need to be identified.
- **Length of posting:** Posters may be up until the event occurs or for other postings through the semester.
- **Removal of outdated materials:** Student Activities staff will review all posting locations on a weekly basis and remove outdated event posters and time dated materials. The posting areas will be cleared of all posted materials at the end of each semester.
- **Who manages the board:** The Office of Student Activities manages general purpose posting locations for the campus.
- Posters may not cover other existing posters and cannot be placed on any surfaces other than the designated posting boards.
- **Poster requirements:** Posters cannot be larger than 14 inches by 22 inches. Anything larger than this is considered a banner.

B. Table Tents

Table tents can be posted in the Student Center Turtle Mountain Cafe (TMC) and Louie's Lower Level Lounge (LLL). Table tents in other areas are posted at the discretion of the administrator responsible for the space in question. UMN Morris divisions, disciplines, offices, programs, and registered student organizations can post table tents in these locations; the sponsoring group must be listed on the table tent. Academic divisions, campus offices and programs may also post table tents within their respective buildings and spaces.

- Table tent design:
 - Table tents may not be larger than 8.5 inches by 5.5 inches and should be designed as a three-dimensional standing display (not flyers set on tables).
 - All table tents must clearly display the name of the sponsoring department, division, discipline or organization. Contact information/email address is strongly encouraged.
 - A mailing label or light colored empty space must be present so the date stamp is visible.
 - Table tents for events must include disability accommodation information.
- Table tent distribution:

- Maximum table tents per event/announcement -- TMC: 10; LLL: 5 table tents.
- Table tents must be date stamped for removal through the Office of Student Activities.
- Table tents can be up for no more than one week.
- **Removal of outdated materials:** Student Activities staff will review table tent locations on a weekly basis and remove outdated materials.

C. Publication Distribution

Printed publications (e.g. newspapers, magazines) may be distributed from designated racks placed on campus. Publications should not be left out on counters or tables around campus unless permission to do so has been granted by the supervisor of the building or area.

D. Chalking

Only members of registered student groups or University academic disciplines, offices, and programs, may chalk on University properties, and only to promote events, programs, or services.

- Chalking is permitted only in open areas on a horizontal surface, such as sidewalks or plazas, not covered by an overhang.
- Chalking must bear the name of the sponsoring University academic disciplines, office, program or registered student group.
- The material used to mark the walk must be water-soluble chalk (sidewalk chalk).
- Chalking should be allowed to fade and wash away within a period of 10 days. Groups may be asked to assist in removing chalking remaining after this time frame.

Chalking is prohibited as follows:

- The use of markers, paints, oil-based products, or sprayable chalk is prohibited.
- Chalking is prohibited on all vertical surfaces, as well as on the specific surfaces listed here: buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, and trees.
- Chalking cannot interfere with another message that has already been chalked.

E. Banners

Banners are defined as written or printed materials larger than 14 inches by 22 inches. Units may display banner(s) only to promote an event sponsored by the University, University academic discipline, campus office or program, or a registered student group. The banner must bear the event name, sponsoring organization name, and with the exception of reusable banners, the date and time. Banners are commonly displayed in the Student Center main level hallways, but can be displayed in other areas with permission. Contact the Office of Student Activities to coordinate the display of banners in the Student Center; staff will properly hang and remove banners in Student Center locations. To coordinate banners in locations other than the Student Center main level hallway, contact the building manager for permission to post and Facilities Management at least one month in advance; FM staff will hang and remove the banner. There may be costs associated with this process which will be the responsibility of the sponsoring organization.

F. Temporary Displays

Temporary displays are defined as tables, booth-like information dissemination centers, and program-specific installations. Temporary displays are allowed in areas designated for tabling by registered student organizations, academic disciplines, offices, and programs. Groups wishing to set up temporary displays should follow designated reservation procedures

established by the offices and programs responsible for the specific buildings or campus areas. Tables and displays should not be left overnight unless express permission is given by the campus unit responsible for the building. (Tables left out of place represent a potential fire hazard and impede the work needed to maintain the University buildings and grounds). Permission may be granted for tables and displays to stay up overnight if there is a compelling need. Temporary displays and table spaces can only be reserved for a maximum of 2 weeks.

G. Violations

Materials in violation of these procedures may be removed and also reviewed as a possible violation of University of Minnesota policies including the Student Conduct Code. While fines are not used as student conduct policy sanctions for individuals or student organizations, costs for removal or associated building repairs may be billed to the sponsoring organization.

H. Exceptions

Exceptions to these procedures can be granted by the Director of Student Activities or the administrator responsible for the building or space where the exception is to occur.

Document Feedback

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