

Memo to: All UH-Downtown/PS Holders  
From: William Flores, President  
Subject: Posting of Notices and Announcements Policy

UH-Downtown/PS 01.A.15  
Issue No. 9  
Effective date: 02/17/11  
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## **1. PURPOSE**

This PS regulates the posting of signs, notices, flyers, banners, and posters in public areas, including lobbies, elevators, bulletin boards and corridors of the university. This policy does not regulate the posting of grades, room changes or other announcements on bulletin boards maintained by specific colleges, departments, and/or student organizations.

## **2. DEFINITIONS**

There are no definitions associated with this policy.

## **3. POLICY/PROCEDURES**

### 3.1 Procedures for posting of Signs, Notices, Banners, and Posters

- 3.1.1 The Office of Student Activities (SA) will designate areas for posting of signs, notices, banners and posters in common areas for publicizing non-academic information intended for the general public.
- 3.1.2 The Student Life Center staff is responsible for designating areas for the posting of signs, notices, banners, and posters inside the Student Life Center for publicizing non-academic information intended for the general public.
- 3.1.3 Appropriate academic administrators or designees will be responsible for designating areas for posting of signs, notices, banners, and posters in colleges and academic departments for publicizing information of an academic nature.
- 3.1.4 All improperly posted signs, notices, banners, and posters are subject to immediate removal.

### 3.2 Criteria for Posting Signs, Notices, and Posters

- 3.2.1 Items not appropriate for posting include defamatory or obscene material as well as any unlawful material.
- 3.2.2 Materials exhibited on portable display devices must not block hallways and building exits nor pose a safety hazard. The use of tripod easels is prohibited.
- 3.2.3 No signs, notices, banners, or posters are allowed on any exterior windows, painted walls, elevator doors, or whiteboards.

- 3.2.4 The back of each posted item must contain the name and phone number of the person or organization requesting approval.
- 3.2.5 Responsibility for enforcement rests with the Assistant Vice President for Student Services in common areas. Responsibility for enforcement rests with the appropriate academic administrator or designee for colleges and academic departments.
- 3.2.6 The individual or organization posting signs, notices, banners, and posters is responsible for removing them by the specified deadline in common areas.
- 3.2.7 Signs, notices, banners, and posters must be removed the first working day after an announced event or a deadline regarding academic information has expired.

#### **4. PROCEDURES**

See Section 3 for Procedures.

#### **5. EXHIBITS**

There are no exhibits associated with this policy statement.

#### **6. REVIEW PROCESS**

Responsible Party (Reviewer): Assistant Vice President for Student Services

Review: Every three years on or before January 1st.

Signed original on file in the Office of Human Resources.

#### **7. POLICY HISTORY**

Issue #5: 05/01/88

Issue #6: 01/12/09

Issue #7: 09/10/09

Issue #8: 01/08/10

Issue dates for previous versions are not available.

#### **8. REFERENCES**

There are no references associated with this policy.