

# Colorado Mesa University

## Advertising on Campus

### Postings

Bulletin boards are located in various locations around campus, including the College Center, Recreation Center, classroom buildings, residence halls, library, and other buildings. The bulletin boards are for use by and for campus groups and the university community to communicate university-related events, programs and services to students and staff. No non-affiliated university entity, outside business or individual may display information on campus bulletin boards to advertise any for-profit product or activity.

All fliers or posters must be approved and dated by the designated building staff member. The approving staff member's name and office information is displayed on each bulletin board in the lower right hand corner. All materials must show sponsorship and, if written in a foreign language, must provide an English translation. No material may be posted over another flier or poster.

Items will be displayed up to two weeks in advance of the advertised event, and only one poster per bulletin board is permitted. Postings advertising a series of activities may be approved through the last event publicized. Additional written guidelines addressing, for example, size of postings, priorities, method of posting and number of items per bulletin board may be developed by each approving building official.

Unauthorized items, without stamped approval or those exceeding the expiration date, will be removed and discarded.

No material may be posted on walls, windows, doors, or any location other than on designated bulletin boards.

All campus bulletin boards are governed by this policy, except those to be designated by the Vice President for Student Services. The board(s) designated will be available for postings for apartments for rent, students' private sale of items, and off-campus events. Colorado Mesa University assumes no responsibility for the meeting and/or transaction between buyer and seller and neither screens nor previews any housing opportunities. Renters and landlords should use their own discretion in determining tenant suitability. CMU does not promote or endorse off-campus events posted on such designated board(s).

### Distribution of materials

Distribution of commercial handbills, flyers, posters on campus is prohibited. The university follows the Organization Access Protocol policy adopted by the Board of Trustees, January 2008. Students may distribute non-commercial literature as outlined in the Student Resources Guide.