

# University Publicity Policy

## Student Life and Leadership

Bell Memorial Union 220 · 530-898-5396 · California State University, Chico  
[www.csuchico.edu/sll](http://www.csuchico.edu/sll)

Any sponsoring organization which violates these policies will have any posted material removed and is thereby open to the application of sanctions:

1. Exclusion from use of university publicity outlets
2. Denial of university facilities and equipment
3. Denial of university recognition

### Publicity Allowed for ALL Entities:

#### Flyers/Posters

- Publicity items may only be posted on bulletin boards labeled "Public Bulletin Board."
- All posted materials appearing on bulletin boards must be approved by the Student Life and Leadership office in BMU 220 and stamped prior to posting. You
- Posters are to be no larger than 11" x 17" and must contain the name and contact information (phone number, e-mail and/or postal address) of the sponsoring entity and must be clearly visible on the poster. The event, time, place, and any cost/price/donation, must also be stated.
- Only one poster per event is allowed on each board, regardless of board size.
- Posting over or removing existing material is not allowed.
- Student Bulletin Boards are checked at the discretion of Student Life and Leadership, and will be cleared each Friday.

### Publicity Allowed for On Campus Entities ONLY:

#### Sandwich Boards

- Maximum size for sandwich board signs is 2' x 4'.
- Signs may not be placed on lawns or shrub areas.
- Signs may not restrict access to sidewalks or building entrances, with special consideration for regular business, ADA and/or fire access.

#### Lawn Stakes

- Signs staked on lawns can remain only from 6am-6pm and may be removed for mowing or watering.
- Signs may be staked with wood or metal stakes, but may not go into the ground deeper than 6 inches.
- Sponsoring organization's name and contact info must appear on the sign or sign stake.

### PROHIBITED Publicity:

#### Chalking

- Due to the negative environmental and resource impacts associated with it (removal via washing wastes water and runs the risk of introducing pollutants into the natural storm water removal network of campus streams), chalking on campus is not permitted.
- Any chalking on campus property will be treated as graffiti and removed. The sponsoring organization affiliated with the chalking promotion may be sanctioned or charged for the clean up fees associated with the removal.

The following locations have been designated as Student Bulletin Boards:

#### **Aymer J. Hamilton Building**

- next to 124
- next to 108B (3)
- next to 118

#### **Ayres Hall**

- next to 100(2)
- next to 106
- next to 114
- next to 126

#### **Butte Hall**

- next to 111
- next to 102 & exterior doors

#### **Holt Hall**

- next to 172 \*
- next to 171
- next to 189
- next to 187
- next to 111
- next to 125

#### **Meriam Library**

- next to 190
- next to 142

#### **Modoc Hall**

- next to 114 (2) \*
- next to 123
- next to 125
- next to 116
- next to 129

#### **O'Connell Hall**

- next to 136
- next to 121

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**The following locations have been designated as Student Bulletin Boards:**

**Performing Arts Center**

- next to 116
- **across from 118 \***
- **next to 119 \***

**Physical Science Building**

- next to 121
- next to 120
- next to 116

**Shurmer and Acker Gym**

- next to Shurmer Gym 102
- next to women's locker room
- next to AGYM 111
- next to AGYM 129

**Tehama Hall**

- next to 117

**Trinity Hall**

- next to 101 (2)
- near the North side restrooms

**TOTAL PUBLIC BOARDS:  
40 boards**

**Paid Advertising**

There are limited opportunities for public, non-profit or private entities to pay for advertising on campus. They include the following, along with contact information for each:

- The Orion Newspaper: paid ad space in print or online; call 898-4237 or email [orionadvertisingmanager@gmail.com](mailto:orionadvertisingmanager@gmail.com)
- The WREC: sponsorships or paid ad space on electronic screens; email [wrecinfo@csuchico.edu](mailto:wrecinfo@csuchico.edu)
- AS Conference Services: paid indoor tabling space; email [asroomres@csuchico.edu](mailto:asroomres@csuchico.edu)

**\* DUE TO THE LIMITED SIZE OR HIGH TRAFFIC OF THESE BOARDS, THEY WILL BE CLEARED EACH WEEK OF ALL MATERIALS, INCLUDING THOSE THAT HAVE BEEN APPROVED FOR EXTENSIONS.**

