

# TRUMAN STATE UNIVERSITY ADVERTISING POLICIES



The intent of these policies is to provide Truman State University students, faculty and staff with maximum opportunity and space to advertise approved events, products, services, etc. at designated locations throughout the campus on bulletin boards or other methods of advertising.

Advertising of events at Truman State University is limited to recognized student organizations, University departments, and University offices. Anything publicized on the University campus by a student organization must follow the guidelines established in this policy.

Questions regarding these policies can be directed to:

Union & Involvement Services  
Student Union Building 2000  
Truman State University  
Kirksville, MO 63501  
660-785-4222

[csi.truman.edu](http://csi.truman.edu) **Private Advertising Areas are:**

- Subject to the discretion of the occupant to post material of a reasonably relevant nature to the University and its activities
- Examples include offices occupied by faculty or staff, department offices, Residential buildings, and major/departmental specific bulletin boards
- Items posted or advertised in these areas **are not** patrolled and/or removed by the Union & Involvement Services staff.

**Public Advertising Areas are:**

- Open for use by the general University population and subject to the posting rules and regulations
- Examples include classrooms, bulletin boards in academic boards not designated for a specific program or organization, and other designated bulletin boards
- Items posted or advertised in these areas **are** patrolled and/or removed by the Union & Involvement Services staff.

**Posting in Public Areas:**

- Any individual affiliated with the University may post on campus; however, the name of a chartered organization, University department, or University office **must** appear on the posted material as the designated sponsor.
- Chartered student organizations must submit one copy of the material to the Union & Involvement Services (U&I) and have all materials **stamped for approval before posting**.
  - University departments and offices can opt to have their materials stamped for approval, but it is not required.

- When approving publicity, we look for time, date, location of event, and sponsoring organization, department and/or office where applicable.
- The usage of Copyrighted images without proper authorization is not permitted.
- Materials promoting the consumption of alcohol, tobacco, or any illegal substance may not be posted on campus. Profanity, obscenity, and the promotion of illegal acts are also prohibited.
- There will be a limit on all announcements to **one poster/flyer copy per event** per bulletin board. (Ex: Student candidates campaigning for an office or position on campus will be limited to **one poster per candidate/campaign** per bulletin board.)
- Material may be posted **only** on bulletin boards. Posted material may not be attached to windows, doors, walls, floors, trees, or any other part of the University grounds.
- No posting on car windows on campus property.
- Posters should be attached with tacks whenever possible. Staples and tape are not recommended, as they are difficult to remove. Under **no circumstances** should duct tape or other highly adhesive tape be used.
- It is recommended that posted material not be excessively large in proportion to the board on which it is placed in order to make room for other notices.
- It is recommended that an organization that has posted material **be responsible for removing said material within 48 hours after the publicized event** in order to make room for other promotional materials.

#### **Posting Removal in Public areas:**

- Chartered organizations should only remove their **own** material from bulletin boards.
- **The University reserves the right to remove any form of posted material, and in particular, any material that does not comply with this policy.**
- The Union & Involvement Services performs regular maintenance in removing outdated publicity. During this time, U&I also removes any publications that do not follow posting policies. All student organizational postings removed for posting violations (i.e. no stamp, no stated sponsor, posting in a private area, posting in prohibited area, etc) will be removed and a notification letter will be sent to the organization. Continued violations of posting policies can result in student organizational posting privileges being revoked for a specific amount of time by the Union & Involvement Services.
- If you feel your posters have been removed maliciously, please feel free to consult with U&I Staff and they will help you determine if your concern should be forwarded to the University Conduct Office.

#### **Commercial Posting**

- Commercial postings are only permitted to be hung in Pickler Memorial Library on the general rotating board. Otherwise, outside entities are not permitted to post on campus unless it is working with a chartered group, University department or University office to sponsor a function.
- If working with a chartered student group, commercial posting must abide by the Campus Posting Policies stated in this document.
- The University does not allow door-to-door solicitation of products or services in the halls. Printed material may not be distributed under students' doors. Student rooms are

not to be used for group commercial solicitation. This policy applies to all campus organizations as well as off-campus groups or individuals.

- Each residence hall will distribute materials including promotional materials for area businesses at the hall desks or at information tables located in areas where students have easy access to the information. Contact Residence Life at 785-4227.

## Banners

- All Banners must be approved by U&I by completing the **Banner Approval Form**.
- All banners must meet the same requirements of posted materials (i.e. the name of the chartered organization, department, or office **must** appear on the posted material as the designated sponsor.) When approving publicity, we look for time, date, location of event, and sponsoring organization, department and/or office where applicable.
- Banners sponsored by individuals are permitted during campus elections, Homecoming, and Greek Week for campaigning purposes, limited to one banner per person. The name of a chartered organization or University department or office must appear as a sponsor.
- The banner spaces are available on a first-come first-serve basis.
- After banners are approved by the U&I, the organization can take the banner to the Physical Plant Office located in the General Services Building. Physical Plant staff will hang all banners on buildings.
- Vinyl, cotton, or clothesline rope must be used to hang banners. Twine is not allowed to hang banners. **Banners must have 50 feet of rope and secured at all four corners in order to prevent accidents.** It is recommended that banner designs stop 12 inches from all corners to allow for knots to be tied.
- Banners are allowed in select locations including: **the bridge** between McClain and Baldwin halls, **the arches** of Pickler Memorial Library and McClain Hall, and the fence separating Ryle Hall/Pershing Parking lot at Stokes Stadium.
- **To hang on the bridge between McClain and Baldwin Hall as well as the fence at Stokes Stadium:** Chartered organizations are responsible for hanging and taking down their own banners for this space. A **banner approval form** must be completed to reserve a space and for tracking purposes.
- **To hang banners on residence halls:** contact the appropriate hall director or assistant director to obtain approval in advance.

## Chalking

- Writing with chalk on suggested areas is permitted by recognized student organizations, departments, and offices to advertise events of campus-wide interest.
- The sponsor of an event, date, time, and location of event must be included in all chalking.
- Specific areas are designated as **no chalking areas**. These include: **Walls, Trashcans, buildings, steps, bricks, vertical surfaces, trees and pillars of buildings. All chalking should be done in areas and on surfaces that can easily be rinsed by rain.**
- **Each organization/office is responsible for removing the chalk** as soon as possible after the event takes place (if the weather does not remove the chalk) as a courtesy to other groups.

- **Campaigning or personal dialogues/opinions are not permitted.** Campaigning for student elections (i.e. drawing attention to campus wide elections such as the annual spring elections) is permitted.
- Groups will be **charged for clean up** if chalking occurs in prohibited areas, advertises something other than a campus-wide event, or is not removed within a reasonable time frame after the event occurs.

### **Classroom Chalkboards**

- Writing on classroom chalkboards is permitted if the information is limited to a small portion of the board and is for the purpose of advertising an organization or University sponsored event. Such permission may be subject to an individual instructor's need for the chalkboard.

### **Digital Signage in the Student Union**

**For more information regarding Digital Signage, please contact the Student Union at 785-4186.**

- Reservations for Digital Signage space must be made through the Student Union Reservations Desk.
- Ads may only feature events occurring on the Truman State University Campus for student organizations and university department or offices. Requests from organizations outside the University will be reviewed by the Student Union Staff on a case by case basis.
- A copy of the artwork must be submitted to and approved by the appropriate Student Union Staff by completing the online form for uploading your art work.
- Approval **must** be completed two business days prior to the reservation date. If the design is not approved the ad will not appear. Ads must be portrait oriented. Those not appearing in this format will be modified and may appear to be stretched or disproportional. Only files in jpeg, jpg, or gif format will be accepted.
- Each organization, department and office is limited to three days per reservation to allow all groups an opportunity to publicize. Ads run for 10 seconds and six spaces are available.

### **Staking/Lawn Signs/Campus Decorations**

- Lawn signs and/or campus decorations may be permitted for special events or occasions where appropriate. Requests should be directed to the Director of the Physical Plant. Final approval for lawn signs and/or campus decorations will be made by the Physical Plant in conjunction with U&I and Department of Public Safety.

### **Distribution of Literature**

- Distribution of **non-commercial** literature may take place on campus as long as it does not impede the flow of traffic across campus or into entrances of buildings. It is highly recommended that organizations or individuals inform the U&I in advance of distributing material in this manner.

### **Public Speaking**

- **Open air public speaking will only be permitted within the following guidelines:**

- Public speaking will not be allowed on the mall if the mall has previously been reserved by a student organization or department for another university-sponsored program or purpose
- Public speaking in this manner may not impede the flow of traffic to and from buildings or into buildings
- Public speaking in this manner must adhere to the sound amplification policy in terms of sound level and time of day. Contact the Department of Public Safety for specific information regarding the sound amplification policy.
- Individuals may contact the Union and Involvement Services and/or Department of Public Safety for consultation.

### **Sound Amplification**

- Chartered student organizations wanting to use sound amplification equipment on the Student Union Mall and/or other outdoor locations must obtain advance permission from the Student Union Office. All sound amplification must follow the guidelines as outlined in the campus sound amplification policy. This policy also includes information on the city ordinances of Kirksville.

### **Information and Fundraising Tables**

- Chartered organizations may reserve tables to distribute information and conduct fundraisers in McClain, Magruder, Residence Halls and in the Student Union through the Student Union office. For space in Violette Hall contact the Testing and Assessment Office.
- Some electrical appliances or devices may be used at these tables with prior approval from the Student Union Office.
- **Food sales will not be permitted** at tables in the Student Union and on the SUB Mall due to the University regulations with the contracted food service company, but is permitted in McClain, Magruder, Violette Halls, and Residence Halls.
- Raffleing will not be permitted at any table spaces, as it is considered gambling, which is illegal in the State of Missouri. For information on legal fundraising opportunities, please refer to the "Legal Gambling" Brochure" located on the U&I website:  
<http://csi.truman.edu/programming/event.asp>

### **Table Tents**

- To display table tents in the dining halls and the Main Street Market, contact the Sodexo office at 785-4197 to reserve the tables. Up to two days may be reserved at one time. A copy of the table tent must first be reviewed by the Food Service office and approved before displaying the tents.
- Student organizations cannot be the stated sponsor (with the exception of Fee Based Student Organizations); it must be a University department or office.

### **Mailing**

- Mail for chartered student organizations may be placed in the mailboxes in the U&I located in the Student Union.
- **Direct Student Mailing:**

- All mail delivered in mailboxes must include the name and address of the resident (residence hall name and room number) and return address. The campus mail system operates for all academic and residential buildings, including the campus apartments

**Posting in Residence Halls** (For more information please visit: <http://reslife.truman.edu/services/posting/index.asp>): *\*Please note individuals attempting to hang posters in the Residences Halls must have their postings approved by U&I and Residence Life.\**

- Campus organizations who wish to hang posters advertising University-related events that apply to the entire University community must have their poster pre-approved by the Office of Residence Life before printing the posters (Missouri Hall 1100). To receive approval the poster must clearly state the name and contact information of the chartered student organization or University department that is sponsoring the event.
- The posters should be pre-counted for delivery. **Posters for each residence hall must be delivered to the Office of Residence Life (Missouri Hall 1100).**
- **Posters must be 8.5 x 11 inches or less in size unless prior permission is received failure to receive prior approval may result in a lower maximum number posted.** If the number of posters exceeds the number for the year, the posters will be either returned to the student organization or recycled.
- **During elections for Homecoming, Greek Week and Student Senate only one poster per building (10) will be accepted.**
- The Hall Directors check for posters every day. Posters are typically hung up on residence hall bulletin boards within two business days of when you dropped them off.
- Posters, signs, banners, etc., will not be placed on the outside of the halls, including columns outside entrances and doorways, lawn areas, trees, etc.
- No material may be posted on the walls outside the door of student rooms; they must be posted on a designated bulletin board. Posting outside of student room doors is allowed only with the permission of the students living in that room and must comply with these guidelines and the Student Conduct Code.
- All unapproved posters will be immediately removed and recycled by hall staff. This includes posters hung on bulletin boards and other hall locations by students other than hall staff. Information about unapproved postings is relayed to the Union & Involvement Services
- Organizations that post improperly in the residence halls could have their publicity privileges revoked. Continued violations may warrant additional conduct sanctions for the organization. Both individuals and organizations can also be held accountable for any damages to the residence halls as a result of improper postings.

### Public Bulletin Boards Listing:

The following page is a list of bulletin boards where posted material meeting the above guidelines may be placed.

All announcements are limited to **one copy** per bulletin board.

**\*Posting locations are subject to change due to construction, departmental policies, etc. The U&I will do its best to update this list each semester. An updated list can always be found online at: <http://csi.truman.edu>. Private Bulletin boards do not appear on this list.**

Building	Location	Boards at Location	Total Boards per Building
<b>Violette Hall*</b>	First Floor: Classrooms (2 bulletin boards in VH 1010) Second floor: Business Department, Education Department, Math Department, computer lab <i>*Leave posters intended for classrooms with appropriate secretary</i>	30 4	34
<b>McClain Hall</b>	Third floor: Beginning and End of Main Hall Classrooms	5 2	7
<b>Baldwin Hall</b>	First floor: North, south and east entrances Second Floor: Walls outside auditorium balcony, outside 278,279,281,287B, and women's bathroom Outside rooms 312, 314, 346, across from 346	3 7 4	14
<b>Barnett Hall</b>	First Floor: 1 by room 1300 Second Floor: Across from elevator, next to 203	1 3	4
<b>Magruder Hall</b>	Basement: Across from 1035, 1000, 1007, 1010 First floor: Across from 2026, 2007 Second floor: By room 3051	4 5 2	11
<b>Student Recreation Center*</b>	First Floor: Lounge area <i>* Posters for events only. Take to front desk. Will be hung as space becomes available.</i>	1	1
<b>Student Union</b>	Lower Level: Across from the U&I Upper Level	1 1	2
<b>Kirk Building</b>	First floor: North entrance 133, and South Entrance 111 Second Floor: 2 at north entrance of gym, next to 220	2 2	4
<b>Ophelia Parrish</b>	First floor: West Main entrance to art gallery, under stairs outside auditorium, in hallway of rooms 1302-1828, hall of 1340-1370 Second Floor: Art wing study lounge, main hallway by elevator, outside 2330, 2364	3 3	6

<b>Pickler Memorial Library</b>	First floor: One circular carousel located in the entryway	<b>1</b>	<b>1</b>
<b>McKinney Center</b>	First floor	<b>1</b>	<b>1</b>
<b>Residence Life</b>	Take to ResLife office in MO Hall	<b>30</b>	<b>30</b>
<b>Pershing</b>		<b>4</b>	<b>4</b>
			<b>Total: 119</b>