



## **POSTING GUIDELINES**

### ***Allowed postings on campus:***

- Announcement of an event/program/meeting/news sponsored by University department or a currently registered student organization.
- Student/Faculty/Staff selling, buying or trading personal items. The individual that is posting must own the items (i.e. books, stereo system). You cannot sell products/services on behalf of a company.

### ***Posting on campus is not allowed if:***

- Contains commercial and promotional materials sponsored or joint sponsored by non-University organizations.
- Materials glorify, edify, promote or support the use of alcohol and illegal drugs or display any trademarks and/or brand names of alcoholic or illegal drug products.
- Contain material that is obscene, vulgar or libelous.
- Contains material directed to incite or produce imminent lawless action and likely to incite or produce such action.
- Advertise off-campus events at an establishment where serving, dispensing, selling or promoting alcoholic beverages is the principal business.

### ***Where to seek approval:***

- Housing related flyers: Student Life Office (UC 2.02.18)
- Job opportunities: Career Services (UC 2.02.04)
- Student organizations: Student Activities (UC 1.210 or DB 1.302)
- Faculty/Staff/Student selling item(s): Student Activities (UC 1.210 or DB 1.302), bring UTSA ID to verify status
- UTSA departments do not require posting approval, but must follow all posting policies.

### **What type of information is necessary for posting approval?**

- Name of the student organization or department sponsoring the event
- Title of Event/Program/Meeting with Date, Time and Location
- Phone number, e-mail address or web address for more information (not necessary for news announcements)

### **General Requirements for posting Flyers at Main or Downtown**

- Flyers must be no larger than 17 by 28 inches
- All materials are approved for a posting period not to exceed two weeks. Materials promoting an event or activity must be removed by the sponsoring individual/organization within 48 hours after the conclusion of the event or activity.
- Posted materials are limited to one item per activity per posting location. Banners are limited to one per location.
- One flyer is kept on file by Student Activities.

### **General Requirements for posting Banners at Main**

- Banners may be 6 feet high by 8 feet wide or 8 feet high by 6 feet wide in the SB, HSS, JPL, and UC catwalk.
- Banners may be no larger than 3 feet wide by 4 feet high on the UC railings.
- One banner per student organization or department, per event, per building is allowed.
- All materials are approved for a posting period not to exceed two weeks. Materials promoting an event or activity must be removed by the sponsoring individual/organization within 48 hours after the conclusion of the event or activity.
- Banners displayed on the UC railing must be event specific (no announcements/congratulations/etc) and must include event title, date, time and location. Tape cannot be used to hang banners on the UC railing.
- Banners displayed in any outside location must have either a wax or vinyl backing to prevent any color bleeding onto the building.

### **General Requirements for posting Banners at UTSA Downtown**

- Paper banners may be displayed in the Frio Street Building in the Commons Area and in the Student Center swing frames (must go through Student Activities to have them placed in the frames)
- All paper banners must be no larger than 3 feet wide by 4 feet long.
- Vinyl banners may be displayed on the third floor terrace of the Frio Street building or on the upper deck of the parking garage-facing the labyrinth.

## GENERAL POSTING LOCATIONS

There are 40 approved general posting locations (26 at Main and 14 downtown). You may not post on glass, doors, in stairwells, elevators, bus stops, etc. All items (other than department sponsored banners/flyers) posted on campus must be approved and stamped by the appropriate office (see above in third section "Where to seek approval"). In addition, you must obtain keys for the glass cases downtown; bring a student ID to Student Activities (DB 1.302).

<b>Campus</b>	<b>Building</b>	<b>Floor</b>	<b>Location</b>	<b>Type</b>
Main	BB	n/a	Outside the Business Bldg by the bus stop	Kiosk
Main	Convo	n/a	Outside of west entrance of Convocation Center	Kiosk
Main	EB	n/a	Outside of east entrance of Engineering Bldg	Kiosk
Main	HSS	2	Between 2.0140A & 2.01.42	Bulletin Board
Main	HSS	2	In front of 2.01.08	Bulletin Board
Main	HSS	2	In front of 2.01.30	Bulletin Board
Main	HSS	2	In front of 2.01.32	Bulletin Board
Main	HSS	2	Next to 2.02.08	Bulletin Board
Main	HSS	2	Next to 3.04.20	Bulletin Board
Main	HSS	n/a	Outside the HSS facing the Sombrilla	Kiosk
Main	JPL	n/a	In the center of stair well between 1st & 2nd floor	Bulletin Board
Main	JPL	n/a	In the Sombrilla	Kiosk
Main	MS	2	In front of 2.02.03	Bulletin Board
Main	MS	2	In front of 2.03.18	Bulletin Board
Main	MS	2	In front of the Freshman Advising Center 2.02.18	Bulletin Board
Main	MS	2	In front of Video Productions Office 2.01.14	Bulletin Board
Main	MS	2	Next to 2.01.02	Bulletin Board
Main	MS	2	Next to Employee Relations Office 2.02.46	Bulletin Board
Main	MS	2	Next to Ladies Restroom 2.02.40	Bulletin Board
Main	MS	3	In front of Men's Restroom 3.02.04	Bulletin Board
Main	MS	3	In front of Men's Restroom 3.02.48	Bulletin Board
Main	SB	2	Between 2.01.20 & 2.01.19	Bulletin Board
Main	SB	2	Next to Math Lab 2.01.02	Bulletin Board
Main	SB	3	In front of Ladies Restroom 3.01.44	Bulletin Board
Main	UC	1	In front of Student Activities 1.02.08	Kiosk
Main	UC	n/a	Outside main entrance to Phase I of UC	Kiosk
Main	UC	1	Inside the Information Center, 1.002	Bulletin Board
DT	Buena Vista	1	Across from Bookstore	Glass case
DT	Buena Vista	3	Across from 3.342 (four cases there, use only one)	Glass case
DT	Buena Vista	3	Between 3.314 and 3.316	Glass case
DT	Buena Vista	4	Left of 4.304	Glass case
DT	Durango	3	Across from Campus Recreation	Glass case
DT	Durango	3	Hallway next to Campus Recreation	Bulletin Board
DT	Durango	3	Next to restrooms	Glass case
DT	Frio (North)	1	Commons Area outside FS 1.402	Glass case
DT	Frio (North)	3	Across from 3.412	Glass case
DT	Frio (North)	3	Across from 3.412	Glass case
DT	Frio (South)	1	Next to Admissions/Visitor Center	Glass case
DT	Frio (South)	3	Left of 3.530	Glass case
DT	Frio (South)	3	Left of 3.530	Glass case
DT	Monterey	1	Main foyer wall behind Information Desk	Bulletin Board