

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 services (i.e. haircuts, computer repair) or products on behalf of a company (i.e. Mary Kay).

Posting on campus is not allowed if:

1. Promote solicitation, including trademarks and brand names, in violation of HOP 9.10.
2. promote illegal products or activities
3. Contain material that is obscene, vulgar, or libelous.
4. Contain material directed to incite or produce imminent lawless action and likely to incite or produce such action.
5. Contain commercial and/or promotional material sponsored or joint sponsored by non-university organizations.
6. Advertise off-campus events that are not sponsored by the University.

**Please see Handbook of Operating Procedures 9.09 for more information*

Where to seek approval:

- Housing related flyers: Student Life Office (SU 2.02.18)
- Job opportunities: Career Services (SU 2.02.04)
- Student Organizations: Student Activities (HSU 1.210)
- Faculty/Staff/Student selling item(s): Student Activities (HSU 1.210) 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.
- Flyers can only be posted in General Posting areas (there are signs that say General Posting). Any flyers placed in an area not for General Posting will be removed and trashed/recycled.
- No flyers can be posted if the event/activity is located at an establishment where 51% or more of sales are alcohol.
- Students may post flyers for selling an item or service (textbook/tutoring, etc.). Individual must show Student ID in order for flyers to be approved.
- Student Activities Staff must log ALL flyers in the Flyer Log Notebook.
- One flyer will be kept in the Flyer Log Notebook in Student Activities. (Organizations make their own copies; we do not make copies for them)
- Each flyer must be stamped by Student Activities upon approval for posting.

If a flyer is **expired or not approved** by the Office of Student Activities, it will be removed by the Student Activities staff and it will be recycled.

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, MH, JPL.
- Banners may be no larger than 3 feet wide by 4 feet high on the SU North stairwell.
- 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 SU railing must be event/meeting specific (no announcements/congratulations/etc.) and must include event title, date, time and location. Tape cannot be used to hang banners on the SU railing.
- Banners displayed in any outside location must have either a wax or vinyl backing to prevent any color bleeding onto the building.
- No glitter can be used on banners.

Student Activities Staff must log all banners in the Banner Log Book along with location of banner.

If a poster is expired and removed by the Office of Student Activities, a student employee will email the organization to pick up the poster. If the poster is not picked up by the Friday of the week contacted it will be recycled.

General Requirements for posting Banners at UTSA Downtown

- Vinyl banners may be displayed on the bridge of the Frio Street building or on the upper deck of the parking garage-facing the labyrinth.
- Banners may **be 6 feet high by 8 feet wide or 8 feet high by 6 feet** wide.

Independent Research Posting Policies

- Must show UTSA Student ID to confirm enrollment in the University.
- Must have IRB approval letter allowing human research (INVESTIGATOR GUIDANCE: Investigator Obligations (HRP-800) <http://research.utsa.edu/research-funding/forms-policies-guidelines/#guidelines>
 - This includes all research that includes humans, or their information/specimens.
- Must have contact information (either email or phone) on the flyer. Must include specific qualifications needed to conduct the research (i.e. gender specific, age range, skin type, blood type, etc.)
- If offering monies in exchange of research must have specific amount and how the monies would be paid out (cash, check, etc.).
- Flyers must be no larger than 17 by 28 inches.
- Flyers can only be posted in General Posting areas (there are signs that say General Posting). Any flyers placed in an area not for General Posting will be removed and trashed/recycled.
- Student Activities Staff must log ALL flyers in the Flyer Log Notebook.
- One flyer will be kept in the Flyer Log Notebook in Student Activities. (Organizations make their own copies; we do not make copies for them).
- Each flyer must be stamped by Student Activities upon approval for posting.
- All materials are approved for a posting period not to exceed 4 weeks.

If a flyer is expired or not approved by the Office of Student Activities, it will be removed by the Student Activities staff and it will be recycled.

GENERAL POSTING LOCATIONS

There are 44 approved general posting locations (24 at Main and 20 DT). 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 Special Events (DB 1.302).

Campus	Building	Floor	Location	Type
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	MH	2	Between 2.0140A & 2.01.42	Bulletin Board
Main	MH	2	In front of 2.01.08	Bulletin Board
Main	MH	2	Next to 2.02.08	Bulletin Board
Main	MH	2	Next to 3.04.20	Bulletin Board
Main	MH	n/a	Outside the MH 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	Right of South MS Elevator	Bulletin Board
Main	MS	2	Left of the South MS Elevator	Bulletin Board
Main	MS	2	Between 2.01.06 and 2.01.10	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	2	North side left of 2.03.18	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	MS	3	South MS Left of 3.01.12	Bulletin Board
Main	MS	3	Left of North Elevator	Bulletin Board
Main	MS	4	North MS Left of 4.03.59	Bulletin Board
Main	MS	4	North MS near 4.03.63	Bulletin Board
Main	FLN	1	Corridor 02	Bulletin Board
Main	FLN	2	Between 2.01.20 & 2.01.19	Bulletin Board
Main	FLN	2	Next to Math Lab 2.01.02	Bulletin Board
Main	FLN	3	Right of the elevator near 3.01.14	Bulletin Board
Main	FLN	4	Left of elevator by 4.02.03	Bulletin Board
Main	SU	1	In front of 1.02.08	Kiosk
Main	SU	n/a	Outside main entrance to Phase I of SU	Kiosk
Main	SU	1	Inside the Information Center, 1.002	Bulletin Board
Main	NPB	1	In hallway between men's restroom and 1.126	Bulletin Board
DT	BV	1	Adjacent to BV 1.304 (2 glass cases)	Glass Case
DT	BV	1	Adjacent to BV 1.308	Glass Case
DT	BV	2	Adjacent to elevators	Glass Case
DT	BV	3	Adjacent to elevators	Glass Case
DT	BV	3	Across from BV 3.342	Glass Case
DT	BV	4	Across from BV 4.306	Glass Case
DT	BV	4	Adjacent to BV 4.304	Glass Case
DT	BV	4	Adjacent to BV 4.308	Glass Case
DT	BV	4	Adjacent to BV 4.384	Glass Case
DT	DB	2	Across from DB 2.214	Bulletin Board
DT	DB	2	Adjacent to DB 2.312	Glass Case
DT	DB	3	Across DB 3.102	Glass Case
DT	DB	3	Across DB 3.302 (2 glass cases)	Glass case
DT	DB	3	Adjacent to DB 3.320	Glass Case
DT	DB	3	Adjacent to Fitness Center	Bulletin Board

DT	FS (N)	1	Across FS 1.412 (bathrooms)	Glass case
DT	FS (N)	2	Adjacent to Bathroom (Student Lounge)	Glass Case
DT	FS (N)	3	Adjacent to FS 3.410	Glass case
DT	FS (S)	1	Adjacent to FS 1.528	Glass case
DT	FS (S)	2	Across from FS 2.528 (Bathroom)	Glass Case
DT	FS (S)	3	Across from FS 3.532	Glass case
DT	MNT	1	Main corridor	Bulletin Board
DT	MNT	1	Adjacent to MNT 1.156	Glass Case
DT	MNT	1	Adjacent to MNT 1.148	Bulletin Board
DT	MNT	1	Inside	Bulletin Board
DT	MNT	2	Across from bathrooms	Bulletin Board
DT	MNT	3	As you exit the elevators	Bulletin Board
DT	BV	1	Adjacent to BV 1.304 (2 glass cases)	Glass Case