

<b>Title</b>	Posting Policy
<b>Policy Owner</b>	Dean of the School of Law
<b>Applies To</b>	Faculty, staff, students, and visitors
<b>Campus Applicability</b>	School of Law
<b>Approval Date</b>	October 2, 2024
<b>Effective Date</b>	October 16, 2024
<b>For More Information Contact</b>	Dean of the School of Law
<b>Contact Information</b>	Dean's Office, School of Law, <a href="mailto:lawdean@uconn.edu">lawdean@uconn.edu</a> or 860-570-5127
<b>Official Website</b>	<a href="https://law.uconn.edu/policy-posting.pdf">https://law.uconn.edu/policy-posting.pdf</a>

## PURPOSE

This Policy is intended to ensure the responsible and effective use of bulletin boards and other areas designated for the posting of Flyers, prevent littering and the defacing of or damage to University property at the School of Law campus. This Policy is not meant to supersede other existing area specific posting policies, nor is it intended to inhibit free speech or expression. However, all Flyers must comply with established School of Law and University Policies.

## APPLIES TO

School of Law campus, including all faculty, staff, students, and visitors.

## DEFINITIONS

**Designated Posting Areas:** Specific locations on campus authorized for the display of Flyers and similar materials. These areas are established to help ensure the responsible and orderly use of space for announcements and information dissemination. Designated Posting Areas are either Controlled Posting Spaces or Open Posting Spaces.

**Controlled Posting Spaces:** Designated posting areas managed by respective building managers and/or departmental owners. Prior approval is required to post a flyer in a controlled posting space.

**Open Posting Spaces:** Designated posting areas that do not require approval prior to posting.

**Flyers:** Posters, printed materials, and/or any other physical materials.

## **POLICY STATEMENT**

Flyers may only be posted in Designated Posting Areas, such as bulletin boards and other designated spaces throughout the campus. Under no circumstance may Flyers be affixed in any manner on School of Law signs, lampposts, trees, or any place that would impede ingress/egress. For safety reasons, Flyers may not be slipped under the doors of offices, classrooms, or other School of Law spaces. Any postings in non-designated areas will be removed.

Flyers must be affixed in a manner that does not cause damage to University property. Only non-permanent methods may be used to display Flyers. Permanent or semi-permanent adhesion that may cause damage to University property must not be used. In general, only tacks on bulletin boards, and painter's tape on non-tackable boards should be used. Individuals/organizations wishing to post Flyers should also ensure compliance with the departments/offices' policies.

## **PROCEDURES**

### **Posting Periods**

- Individuals or groups posting Flyers for individual events should remove them within 24 hours of the event's completion. Once the event date has passed, anyone may remove the posting.
- Flyers for continuing events can be posted for the semester.
- All Flyers will be removed and the bulletin boards will be completely cleaned the first week in January and the last week of Summer Session II (August).

### **Posting Regulations**

- Printed Flyers should be of a standard size (e.g. 8.5"x11") not to exceed 11"x17".
- Only one Flyer per event or notice should be posted in each Designated Posting Area. Excess Flyers and other posting materials may be removed.
- Use non-damaging methods such as masking tape or thumb tacks.
- Please be considerate of other people's postings. Please do not cover or remove them.

## **LOCATIONS**

Building managers may designate Open Posting or Controlled Posting Spaces, in consultation with leadership of departments/units within the building, for the posting of Flyers that meet the standards outlined in this Policy.

Open Posting Spaces are areas designated for the posting of Flyers that meet the standards outlined in this Policy and do not require prior approval. Open Posting Spaces shall be clearly marked. A listing of known locations is available below. If a space is not clearly marked as an Open Posting Space, individuals are encouraged to seek permission before posting.

Flyers must be approved prior to posting in Controlled Posting Spaces, including materials that would be placed on or in the ground in outdoor spaces. Separate posting policies, procedures or

guidelines in School of Law buildings/departments/units may have other restrictions such as size, length of posting times, and methods for affixing materials, and will follow the standards provided by this Policy. Flyers that have not been approved for posting in Controlled Posting Spaces may be removed.

## **Open Posting Areas**

### Library

- Main floor foyer next to entrance (coming soon)
- Main floor inside café area (coming soon)
- Second floor blue board outside Library 202
- Fourth floor student organization lounge bulletin board
- Hallways in the bathrooms (coming soon)

### Knight Hall

- First floor student lounge cork board
- First floor outside lounge
- First floor next to elevator
- Blue board in stair way
- Wall between journal office spaces on second floor

### Chase Hall

- Right-hand side white board in Chase 110
- Right-hand side white board in Chase 210
- Bulletin board on first floor by elevator and water fountain (coming soon)

### Hosmer Hall

- Bulletin board in basement student lounge
- Bulletin board outside VALOR Bunker

### Starr Hall

- First floor in front of the restroom
- Basement next to the food pantry
- Second floor shelf outside Reading Room – 6 acrylic sign holders (coming soon)
- Second floor outside Starr 225

## **Controlled Posting Areas**

- Glass case, second floor of Chase Hall
  - Exclusively for faculty and staff use
- Various monitors around campus
  - Student organizations can request a posting here for large-scale, one-time events by emailing [law.communications@uconn.edu](mailto:law.communications@uconn.edu)

## **ENFORCEMENT**

Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

Individuals and groups can be charged with violating the University Code of Conduct or the Student Code, specifically Part III, B. 17: “Damage or misuse of property, which includes, but is not limited to, attempted or actual damage to or misuse of University property or other personal or public property.”

Individuals, departments, units, student organizations, and off-campus businesses or groups that violate this Policy will be asked to remove Flyers immediately and will be billed for any damage to University property that occurs because of improper posting.

Flyers that do not meet the standards outlined in this Policy or posted in places not designated for display may be removed at any time.

Questions about this Policy may be directed to the Assistant Director of Student Affairs at [law.studentservices@uconn.edu](mailto:law.studentservices@uconn.edu) or 860-570-5079.

## **POLICY HISTORY**

**Policy created:** October 2, 2024 (*Approved by the Office of the Dean*)