



## Signage and Advertisements at UT Southern

### Sign Posting Procedures

The Dean of Students or the Provost must approve any signs, posters, or announcements before posting. Approval for posting does not represent University endorsement of the information posted or the actual function(s) advertised.

Individuals not affiliated with the University (for example: vendors, organizations, businesses, entities, etc.) may not advertise on University property, as per [Chapter 1720-01-12](#).

Violations of these procedures are a violation of the Student Handbook and will be subject to the University student conduct process.

### Gaining Approval for Signage

1. Design flyer to comply with the following:
  - Clearly promote the activity publicized and the sponsoring University organization or sponsor/partner as its primary message, rather than the commercial advancement of the non-affiliated entity or product.
    - If the name, logo, trademark, slogan, or similar identifier of a non-University affiliate appears on the posting, it must not appear as the dominant message.
  - Comply with all UT Southern [brand guidelines](#)
2. Submit flyer to the appropriate person to gain permissions to advertise:
  - Academic Event/Activity: Provost [Judy Cheatham](#)
  - Non-Academic Event/Activity: Dean of Students [Sarah Catherine Richardson](#)
3. If approved, hang flyers in compliance with the following:
  - Flyers may only be hung in approved locations
    - No signs should be free standing on any spaces of blank wall
    - No signs should be placed on any building doors
  - Flyers hung on message boards or corkboards must be hung with pins (no staples)
  - Flyers hung on bathroom stall doors must be taped with painter's tape, placed neatly with no tape visible
  - Flyers may not cover other flyers
  - Flyers for Residential Halls must be delivered to the Residential Life Coordinator. Residential staff will hang approved flyers. It is recommended to deliver to Residential Life Coordinator at least one week in advance to ensure staff has time to distribute.
  - To distribute via social media, contact Vice Chancellor for Strategic Communications & Marketing [Aimee Rose](#).
4. Approved flyers must be removed within one week of event ending

## Approved Locations

- Johnston, including Library
  - Lobby message boards
  - Hallway corkboards
  - Bathroom stall doors
  - Library lobby boards
- Martin Hall
  - Hallway message boards
  - Bathroom stall doors
- Andrews Science Building
  - Hallway corkboards
  - Bathroom stall doors
- Curry Athletic Center
  - Bathroom stall doors
- Guthrie Student Life House
  - Hallway corkboards
  - Bathroom stall doors
- Student Union, including Firehawk Café and Cafeteria
  - Cafeteria message boards (1)
  - Hallway message boards (2)
  - Bathroom stall doors
- Gault Fine Arts Center
  - Gault bathroom stall doors
- Residential Halls\*
  - Hallway message boards
  - Bathroom stall doors

*\*Flyers for Residential Halls must be delivered to the Residential Life Coordinator. Residential staff will hang approved flyers. It is recommended to deliver to Residential Life Coordinator at least one week in advance to ensure staff has time to distribute.*

### **Relevant Policies:**

#### **Use of University Property by Non-Affiliated Persons for Free Expression Activities ([Chapter 1720-01-12](#))**

A non-affiliated person shall not place any signs, banners, posters, or other displays on or against, attach them to, or write on any structure or natural feature of University property, including, but not limited to, doors, buildings, windows, walls, the surface of walkways or roads, fountains, utility poles, lampposts, waste receptacles, trees, street signs, ash urns, benches, bus stops, University-owned signage, emergency phones, railings, newsstands, and utility boxes. Nor may any chalk, paint, or permanent markings be placed on or against, attached to, or written on such structures or natural features. Signs, banners, posters, and other displays causing ground penetration are prohibited. This Section .08(4) shall not apply to "The Rock" at the University of Tennessee, Knoxville.

A non-affiliated person shall not distribute printed materials on motor vehicles parked on University property.

#### **Solicitation on Campus**

Solicitation and (posted) advertising of regular business enterprise sales by students and student organizations are not allowed. Students and student organizations may use designated bulletin boards in accordance with the procedures above to advertise personal sales or rentals that are not a part of a business (i.e. reselling textbooks).

Door-to-door solicitation in residential halls, University apartments, and offices by individuals on or off campus is prohibited. Certain types of philanthropic solicitation in designated areas of University buildings might be permitted with approval of the Dean of Students.

Student representatives of magazines, service or mail-order companies may not solicit door-to-door in residence halls. They may post notices on bulletin boards in accordance with the procedures above.

In accordance with the state law, the University does not allow any raffling or other forms of gambling in its name or in any of its facilities.

#### **Political Activities on Campus**

Campaign posters and signs promoting candidacy for public office may not be attached to or placed on or in University property and buildings. Students may distribute campaign literature on campus so long as such distribution is in accord with University solicitation guidelines governing distribution of literature.