

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **Posting Regulations**

**APM 2.08** (Revised 5/2012)

Posters, flyers, announcements, etc., are to be posted on bulletin boards only. Such items are not to be posted on glass, sheet rock, handrails, or brick. Posting is not permitted in any areas that may cause damage to property or cause a safety hazard. Distribution of flyers, leaflets or other printed material on automobiles in parking lots on campus is prohibited.

**All posters, flyers, announcements, etc., must be approved, and stamped by Campus Activities Office.**

Use of the departmental or special boards is permitted only with the permission of the office to which it is assigned. Such bulletin boards will display a statement indicating to which office it is assigned. Bulletin boards which do not display a statement of assignment are available for general posting.

Items being posted must be no larger than 11 by 17 inches in size. Approved banners up to 4 feet by 4 feet may be hung from the second floor railings over the cafeteria eating area in the University Center. Banners may only be hung with the assistance of University Center staff. Posters, flyers, announcements, etc. may be posted for a maximum of two weeks and must be removed the day after the event.

All posters, flyers, announcements, etc., must include the organization sponsoring the event and contact information. Any student or student organization failing to comply with this policy may lose the privilege to use university facilities, in addition to other disciplinary action.

Off campus groups may post on the Sul Ross State University campus following these same guidelines.

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## MESSAGE BOARD POSTING POLICY

The Sul Ross State University Message Center Marquee at Entrance 1 is available for promoting campus-wide events. Any event that is open to the entire campus or local community may be placed on the marquee. Depending on space limitations, messages may stay on the board for a maximum of one week. Upon approval, special programs or announcements may be approved for longer than one week. If space does not allow, the duration of the message may be shortened.

The priority of messages shall be

1. Overall general university announcements (i.e., registration, orientation, university closing, openings)
2. Athletics
3. Co-curricular programs
4. Academic programs
5. Other university programs open to all campus
6. Conferences & summer camps.

All messages shall be submitted to Campus Activities Coordinator who will forward to Director of Recreational Programs. The Recreational Programs Office will then program the message board. Please allow 2 business days.

## SUL ROSS STATE UNIVERSITY MESSAGE BOARD SUBMISSION

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

*Message may be on the board a maximum of one week*

Time of Day Start \_\_\_\_\_ AM \_\_\_\_\_ PM Time of Day End \_\_\_\_\_ AM \_\_\_\_\_ PM

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Message \_\_\_\_\_

*Please submit to Campus Activities Office,  
UC 108 or [bbigard@sulross.edu](mailto:bbigard@sulross.edu)*