

CAU CAMPUS PUBLICITY GUIDELINES

All publicity on campus must be installed and removed by those individuals, student groups, and/or departments publicizing the event. If assistance is needed by Facilities personnel, a minimum of (5) days advance notice is required. Due to risk of liability, students will not be allowed to use Facilities equipment, ie. ladders, drills, hammers, etc.

1. ACCEPTABLE HANGING MATERIALS

A. Except for bulletin boards and rolling signboards, only masking tape, string, and wire may be used to attach publicity to school property.

B. Staples or thumb tacks may be used only on bulletin boards and rolling signboards.

DO NOT PUT STAPLES, THUMB TACKS, OR NAILS INTO TREES, LIGHT POSTS, OR ANY WOODEN OBJECT THAT IS NOT A DESIGNATED POSTING SITE.

2. REMOVAL OF PUBLICITY

A. All publicity on campus **MUST** be removed by those individuals who posted the publicity by noon on the next day after the event has taken place. Postings/decorations left beyond allocated time are subject to a minimum \$75 fine and future prohibition of use.

3. “NO POSTING” LOCATIONS

The following areas will not be approved for displaying any type of publicity:

1. Any place destructive to school property or grounds
2. Any marble, painted or varnished surface on the campus
3. Any rolling signboards
4. Metal and wooden light posts
5. The flagpoles
6. Windows (unless approved by individual department/office)
7. Wood benches and planters
8. Trees and/or plants located in and around the campus
9. Planters, benches, and railings. Postings are allowed in the planters along the promenade provided they are posted using approved hanging materials
10. Walls and pillars
11. The Administration Building - Harkness Hall
12. Parking Deck and Lot(s)
13. Car Windshields
14. Telephone Poles
15. Trash Cans anywhere on campus
16. Doors of any Academic building
17. Elevators
18. Inside walls of all buildings
19. Bathrooms

4. VIOLATIONS

- A. Violators shall be subject to a fine if material is placed in a restricted area or if damage occurs to school property.
- B. Fines will be of sufficient amount to cover costs of employing janitorial/groundskeeper services to correct any damage or to remove material from restricted areas.
- C. Individuals or organizations who continually violate these guidelines shall be subject to withholding of their publicity privileges as determined by the University administration.

Posting/Printing Guidelines

In an effort to support our commitment to environmental sustainability, and as per City of Atlanta State fire Code the University allows posting on campus in accordance with the following guidelines:

- Flyers and posters may not be posted on any glass windows or doors for fire safety reasons, with the exception of the doors to the mailrooms which are not fire exits, vehicles in university parking lots, and on the ground both indoors and outdoors.
- Flyers and posters may not be posted using duct tape, paste or glue.
- The persons/groups responsible for a given event are expected to remove outdated flyers and posters.
- Flyers and posters that violate any of the posting guidelines will be removed by Facilities Services or the persons/groups responsible. Facilities Services, in coordination with the Dean of Student Affairs, may assess a removal fee.
- Print on both sides of the paper as standard procedure.
- Avoid all campus mailing of flyers whenever possible. Instead, mail announcements to department chairs and office directors for the posting in appropriate locations and for sharing with colleagues and staff. Also, use the doors to the mailrooms, which are not fire exits, to post flyers instead of individual mail announcements.
- No more than 50% of a wall may be covered.

Chalking Guidelines

In an effort to protect building facades from damage and decay and at the same time permit a form of creative expression that has proven popular with student organizations, the University will allow chalking on campus in accordance with the following guidelines:

- Chalking only on uncovered, horizontal, concrete and asphalt surfaces where the rain will wash away the residue.
- Only erasable, water-soluble chalk may be used. Aerosol chinks and the spraying of chalk with any other substance in order to preserve it (i.e. hairspray) are prohibited.
- All chalking must be signed with the full name of the persons/groups responsible.
- Chalking that violates any of the chalking guidelines will be removed by Facilities Services or the persons/groups responsible. Facilities Services, in coordination with the Dean of Student Affairs, may assess a removal fee.

Flyering Guidelines

- Flyering is permitted only during the fall and spring academic quarters/semesters
- To improve the effectiveness of campus advertising and reduce campus waste; posting is allowed only with masking or painter's tape; and only in approved designated areas.
- Any taped advertising found outside of the designated areas will be removed, and the responsible groups or individuals will be fined.
- Flyers must not be larger than 11 inches by 17 inches in total area (i.e., no more than two 8½ x 11 inch flyers may be taped together). Individuals and groups should be considerate of others who may want to advertise events in the same area.
- Remaining flyers after event date may be subject to a removal charge.
- Taping of flyers is not allowed on any non-sidewalk surfaces, trees, light posts, indoor or outdoor walls, doors, windows, columns, school signage, or seats and backs of chairs in any facility.
- Excessive flyering or taping of more than two flyers together will result in a minimum \$75 fine for each additional flyer.
- Flyers that do not follow policy are subject to removal without advance notice to the posting organization.

Banners Guidelines

- Banners may not be hung from the exterior or draped from a window or doorway of any residence hall.
- Any banner put up without a reservation will be discarded.
- Banners may be hung only with cord, rope, or twine.
- Do not use wire, nails, or any other substance that could damage trees. Cutting wind holes in the banner will help keep it from being torn by the wind.
- Student groups are responsible for removing banners within 24 hours of the event.
- Banners remaining after the event will be discarded by Facilities staff, and the group may be charged for removal of the banner.
- Facilities staff is not responsible for saving banners from any posting area. Hanging of banners is at the group's own risk.

Painting Guidelines

- Painting any campus property, including any part of the sidewalks, trees, benches, is strictly prohibited.
- A minimum \$300 fine will be levied against individuals, student groups, and/or departments that paint any campus property other than the designated fraternity/sorority concrete benches and sidewalks located in the residential quadrangle. Only approved exterior concrete paint will be allowed for painting these surfaces. Confirmation of approved paint MUST be received prior to painting by Facilities. "Wet Paint" signs must also be displayed during the drying period (please contact Facilities at ext. 8985 for assistance).

- A minimum \$300 fine will be levied against individuals, student groups, and/or departments where paint has caused damage to any campus property resulting from overspray and/or leak-through.

Bulletin Boards and Kiosks Guidelines

- Specific campus departments, including residence halls, maintain some of the bulletin boards inside campus buildings. Other bulletin boards are for general use. These bulletin boards and kiosks are to be used primarily to post information relating to campus events.
- Facilities Management personnel periodically remove loose or outdated notices from exterior bulletin boards and kiosks.