

Postings

University Operations – Facilities and Support

EWU Policy 204-02

Authority: EWU Board of Trustees

Effective: December 7, 2018

Proponent: Vice President for Business & Finance

Purpose: This policy prescribes university standards and regulations for the display of postings in or on buildings or property, owned or controlled by Eastern Washington University, which are located on the Cheney campus. It also applies to digital signs owned or controlled by EWU.

History: This policy revises and supersedes the previous version dated February 26, 2016 and was approved by the Board of Trustees on December 7, 2018.

Applicability: This policy applies to all faculty, staff, students, student clubs and organizations, visitors, and vendors.

1- PHYSICAL POSTERS

1. Process for Obtaining General Approval for Posting

- a. The Pence Union Building (PUB) Information Office is the approval authority for materials, other than Associated Students of EWU (ASEWU) election posters, that are posted on the Cheney campus. For the purposes of this policy, Cheney campus refers to all university owned or controlled facilities and property within Cheney, WA, including the main campus and facilities located off-campus but within the Cheney city limits.
- b. Persons desiring to post an item on the Cheney campus must obtain prior approval from the PUB Information Office. The PUB Information Office will review proposed postings to ensure compliance with posting requirements on weekdays (Monday-Friday) between 8:00 a.m. and 5:00 p.m., except for holidays. To submit a proposed posting for review, individuals have two options:
 - 1) Email a digital version to pubadmin@ewu.edu. Once approved, the poster will receive a digital stamp and the PUB Information Office will email the posting back to the requestor.
 - 2) Bring a hard copy to the PUB Information Office to receive posting approval.

The PUB Information Office shall e-stamp approved posters accordingly. Postings will be

approved for a limited period of time and must be removed at the end of the approved period.

- c. The ASEWU director of elections is the approval authority for ASEWU election posters. ASEWU election posters must comply with ASEWU rules for placement and must be approved by the ASEWU director of elections prior to placement.

2. Required Posting Content

In order to comply with EWU posting requirements and receive an approval stamp, all event postings must include the following elements:

On-campus Events:

- Event date, time, and location
- The following ADA accessibility statement in a minimum of 12 point font: "People needing accommodation should contact [insert name of individual or office coordinating event] at [insert telephone number or email address] by [insert deadline- typically 5-7 days prior to scheduled event]."

Off-campus Events:

- Event, date, time, and location

EWU encourages sponsors of postings to include contact information in case there is a question regarding the program or event.

3. Permissible Posting Locations and Requesting Approval for Posting in Certain Locations

Approved postings may only be placed in approved posting locations. The PUB Information Office may maintain a list of approved posting

locations. Postings are not permitted in non-designated posting locations, including, but not limited to, wall surfaces, floors, ceilings, doors, elevators, lampposts, trees, benches, sculptures, etc.

After receiving approval from the PUB information Office, individuals must contact the respective posting location manager in order to receive permission to post in a particular designated posting location. Each designated posting location will identify a posting location manager who is responsible for monitoring that location. Posting location managers may establish additional parameters for posting (such as deadlines for review, length of posting time, etc.), except they may not refuse to permit display of a posting that has been approved by the PUB Information Office because of its content.

The PUB Information Office shall publish guidelines governing posting placement on the Cheney campus. The guidelines may vary between buildings and campus locations. Guidelines will typically include rules for posting size, location, number limits, removal requirements, and similar information. Guidelines for poster placement within or on the Pence Union Building will conform to standards established by the Student Union Board of Control.

4. Posting in EWU Residence Halls

- a. Students who reside in a residence hall do not need to submit items they wish to post in the residence hall with the PUB Information Office. Instead, all postings by students within a residence hall must be approved by the applicable residence hall front desk. The front desk will stamp and approve postings within that specific hall.
- b. Non-residents who wish to post in one or more of the residence halls must submit the posting through the standard process (first to the PUB Information office for posting requirements review and then to the relevant posting location manager).

5. Commercial Activity

Postings that involve commercial activity or solicitation must comply with WAC 172-139.

6. Removal of Postings

- a. Posting location managers shall routinely remove unauthorized and/or expired postings from the facilities and bulletin boards under their control, in compliance with this policy and the posting guidelines established for their specific posting location.
- b. The Associate Vice President for Facilities or designee has the authority to remove postings that are displayed without approval or that are damaged due to weather, vandalism, neglect or a similar matter.

2- DIGITAL POSTINGS

Digital signage is available on several campuses of EWU. This signage is reserved exclusively for postings of university messages and university-sponsored events. EWU digital signage may not be used to post non-university messages or to advertise non-university-sponsored events.

Anyone seeking to post electronic signage content must submit a request through the digital signage management system. Content submissions will first be assessed by the Office of Information Technology to assure the request meets the technical requirements for a digital posting. After the technical requirements are met, the request will be routed to the content administrator for the requested display location.

Content administrators must review the proposed posting to make sure it includes the information required by Chapter 1, section 2 of this policy and is either a university message or an advertisement of a university-sponsored event. If the request meets these requirements and upon approval of the content administrator, the content will be posted for a specific and limited period of time. Each content administrator may set parameters for the timing and frequency of approved postings.