

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 99:009	Supersedes Policy Number: V:03:01
Date: August 1, 1986	Dated: September 15, 1984
Subject: Display of Announcements	
Initiating Authority: Dean of Students	TBR Policy/Guideline Reference:
Approved:  <p style="text-align: right;">President: Signature on File</p>	

**General**

Posting of announcements on the University campus is prohibited when in violation of University or State Board of Regents policies/regulations.

Information posted should relate to the University community and when placed on bulletin boards shall be consistent with the designated purpose and function of the respective bulletin board.

No announcement will be approved for posting which contains libelous, slanderous, or abusive information.

Announcements will not be placed on inside walls of any classroom building.

No written material or paint will be applied directly to any surface or structure on the University campus.

Announcements shall conform to the guidelines set forth in this policy.

**Posting of Announcements**

**I. Bulletin Boards**

Bulletin boards are distributed throughout the campus. Certain bulletin boards are for general information while others are limited to specific purposes. Each bulletin board will be permanently designated as to its purpose or departmental priority. Whether a bulletin board is for general usage or for a specific purpose, it will be posted with the name and office location of the individual having responsibility for maintenance and orderly display of the information contained thereon. Any person desiring to place announcements or other information on

any bulletin board must obtain the approval of the person named on that board as the approving authority, as shown on page two of this policy. The approving authority shall initial and date the information being posted.

Signs and posters placed on bulletin boards will be no larger than 18" x 24" in size. They may be placed on general bulletin boards of all buildings except the Browning Building and the Woodward Library as long as they conform to regulations. Signs and posters may not be placed on departmental bulletin boards without permission of the appropriate department.

Whenever portable announcement boards are utilized, the approving authority named on the bulletin board nearest the proposed location of the portable board must approve.

This policy shall be posted on each permanent bulletin board on the University campus. The information called for on page one shall be provided in the spaces below.

PERSON RESPONSIBLE FOR THIS BULLETIN BOARD

\_\_\_\_\_  
(approving authority)

OFFICE LOCATION \_\_\_\_\_

## II. Other Areas

Posting of announcements (signs, posters, banners, etc.) on walls, windows or on any part of a building structure other than an area specifically designed for such information is prohibited except during campus-wide special events approved by the President of the University or his designee.

Special written rules for each designated special event must be approved by the Dean of Students before any announcement is posted, according to the following guidelines:

1. Banners/signs shall be attached in such a way as to result in no damage to the structure.
2. Damage resulting from posting of banners/signs will be charged to the organization or individual responsible for the announcement.
3. Banners/signs shall be painted with waterproof paint.

4. Organization or individual responsible for posting of the banner/sign shall be responsible for its removal according to the instructions in this policy under Removal of Announcements.

#### Removal of Announcements

**Bulletin Boards:** The approving authority shall be responsible for assuring that information has been removed at the appropriate time. Material should be removed after its intended function has been served by the person posting the material.

**Other Areas:** Individuals or representatives of groups who posted announcements (signs, posters, banners, etc.) will be responsible for removal of announcements from places of display. Announcements are to be removed within twenty-four (24) hours after completion of advertised event or the date of final voting in a campus election. Individuals and/or organizations failing to remove their material will be charged for removal. Charges will be assessed at the minimum hourly wage for the time required. Charges not paid within seventy-two (72) hours following notice of such charges will be forwarded to the University Business Office to become a part of the individual's or group's financial record.