

UCC 0209 12S

University of Houston (Revised 4/24/12)

UNIVERSITY of HOUSTON

MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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SECTION: Administrative Operations

AREA: General

Number: 03.01.05

UCC Certified

SUBJECT: Posting Flyer Information On Outside University Kiosks

I. PURPOSE AND SCOPE

This document provides the guidelines for posting flyers outside at the University of Houston (UH) main campus on university kiosks. The ability to post flyers on UH kiosks is limited to recognized registered UH student organizations, UH main campus departments, faculty members, staff members, and any UH-registered student.

II. POLICY

Posting flyers outside of buildings at the University of Houston main campus is limited to the university kiosks available in high traffic areas on campus and other applicable areas used by faculty, staff, and students. Other campus buildings, such as the University Center, university libraries, department buildings, and all residence halls have different regulations on posting flyers, as documented in the Student Handbook. The individual or group with flyer information will need to contact the administrator of the exact campus building/office for specific flyer posting guidelines. Literature distribution and other expressive activity not covered by this policy is governed by the freedom of Expression Policy MAPP 13.01.01.

III. DEFINITIONS

- A. Event: A daily, weekly, monthly or "one time" gathering and/or meeting of a student organization, faculty, staff, and/or UH-registered students at the UH main campus. For more definitions of various types of UH campus events, see MAPP 09.03.01, Event Reservation and Rental of University Facilities, Section III.
- B. Flyer: A single-page leaflet advertising an event or activity. Flyer specifications are documented in Section V.A.2.
- C. University Kiosk: A four-sided, free-standing structure located at various outdoor UH campus areas displaying flyer information. The kiosk structure is made of concrete, the flyer posting area is composed of plywood, and an "Information Cougar Postings" label is visible on all four sides, located at the top of the kiosk.
- D. Official University event or activity: Refers to any event being held at the UH facility, that is open to all or part of the university community, and is being sponsored by a UH division, college, department, or student organization. See MAPP 09.03.01, Section III.
- E. Posting: Displaying an announcement or event in a place of public view (university kiosk).
- F. Student organization: There are more than 500 registered student organizations at the University of Houston, based on campus traditions, student interests and hobbies, social fraternities and sororities, honors organizations, and major academic-focused organizations. See the Center for Student Involvement (CSI) web site for additional information on currently registered student organizations.

- G. University: The University of Houston main campus
- H. University department: A campus unit with the responsibility and/or authority to post flyers on specific departmental events.

IV. LIMITATIONS TO POSTING FLYERS

Posting flyers outside is limited to the open university kiosks positioned at different campus areas. Posting information is strictly prohibited in, on, or around the following areas:

- A. All building walls (exterior), bathrooms, columns, doors, concrete walls, painted surfaces, staircases, glass and windows
- B. Campus signs, traffic signs, benches, newsstands, bus stops, sculptures, seating, seating walls and sidewalks
- C. Fixtures, light poles, utility boxes, recycling receptacles, library book drops, trash cans and trees
- D. Picnic table areas, pilings, emergency call telephone areas, mailboxes, motor vehicles and private property

V. PROCEDURES

A. Flyers Guidelines

1. All flyers must be for a UH campus event, including any event open to all students and/or the university community, as well as fraternity and sorority events.
2. Flyer specifications
 - a. Printed material must be no larger than 8.5 x 14 inches.
 - b. Each flyer must contain
 1. Name of the student organization, department, or individual
 2. Current specific contact information (Phone number, e-mail address)

Note: Flyers without contact information will be removed from the university kiosks.

~~c. Foreign language flyer materials must have the name of the sponsoring organization, department, and/or individual and contact information in English.~~

~~d. Note: Foreign language flyers with missing contact information in English will be removed from the university kiosks.~~

~~e.c.~~ The University of Houston is committed to establishing and maintaining a safe and civil environment for teaching and learning. As such, the flyer's documentation must ~~reflect mutual respect for others; the flyer's content should not insult an individual or group and will not use profanity. be in compliance with University of Houston policies, as well as Texas and federal law.~~

~~Note:— Flyers using profanity will be removed from the university kiosks.~~

B. Rules For Posting Flyers to University Kiosks

~~1.~~ Flyers ~~are posted on university kiosks on a first come, first served basis and~~ should not be hung where they cover up any previously posted current materials, unless the previously posted material is past the date of the event advertised. Facilities Maintenance also clears university kiosks on a bi-weekly or "as needed" basis.

~~1.2.~~ ~~Flyers shall not be hung in a manner that causes damage to university kiosks or creates a safety risk.~~

~~2.3.~~ No more than one flyer for each event shall be placed on the university kiosk.

Note: "Wallpapering" the university kiosk is not permitted.

~~3.4.~~ The student organization, department, or individual posting the flyer to a university kiosk is also responsible for removing the flyer in a reasonable time frame.

~~In cases where there is a shortage of university kiosk space, Facilities Management Grounds shall assign the priority of postings, removal dates, and general kiosk maintenance.~~

~~4.5.~~ Any flyer information remaining on university kiosks at the end of a semester will be removed by Facilities Management Grounds, which reserves the right to charge for the cost of removal (if excessive) and any associated repairs to university kiosks.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Administration
Executive Director, Facilities Management

Review: Every three years on or before September 1

VII. APPROVAL

Executive Vice President for Administration and Finance

President

Date of President's Approval: _____

VIII. REFERENCES

[MAPP 09.03.01](#) – Event Reservation and Rental of University Facilities[MAPP 13.01.01](#) – Freedom of Expression[UH Student Handbook](#)[University Copy Center](#) and [UH Printing and Postal Services](#) – For help producing flyers

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	TBD	Initial version