

## CAMPUS DISTRIBUTION POLICY

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<b>EFFECTIVE:</b>	August 1, 2022 (revised) December 1, 2018 (original)
<b>RESPONSIBLE EXECUTIVE:</b>	Senior Vice President for Student Affairs Assistant Vice President for Facilities
<b>APPLICABILITY:</b>	This policy applies to all students, faculty, staff, and visitors of Auburn University.
<b>REVIEW BY:</b>	August 2027

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### I. POLICY STATEMENT

This policy applies to the use, posting, and distribution of printed signs, literature, posters, and similar material on the campus of Auburn University.

University students, employees, and invited guests of student organizations and employees may use, post, and distribute printed signs, literature, posters, and similar material on the Auburn University campus in the manner described in this policy. Campus visitors may distribute literature in the manner permitted by the Expression and Demonstration Policy.

Commercial advertising by third parties is not permitted by this policy.

Other use, posting, or distribution of signs, literature, posters, and similar material is not governed by this policy and is prohibited unless permitted by other applicable policies and procedures.

### II. POLICY PRINCIPLES

#### A. **Postings and Signage**

The following forms of non-commercial postings are permitted for Auburn University students, student organizations, and university departments.

##### 1. **Posters / Flyers**

No postings are permitted inside or outside University buildings except on approved bulletin boards. Printed materials may be posted on designated bulletin boards in accordance with these guidelines. Posting of printed materials in any other location inside campus buildings is prohibited.

Posters may not be placed on bulletin boards marked for department use.



Allowable bulletin boards are available throughout the campus for use by students and student organizations to announce activities and events. Each bulletin board will be maintained by the designated university department, college or student organization.

Poster specifications are as follows:

- The posters must be no larger than 11 inches by 17 inches.
- The posters may only be attached with push pins or staples.
- The posters must be placed within the border of the bulletin board and not on top of other posters.
- When posting personal notices, such as items for sale, include the date the notice was posted.
- The posters must be removed within two weeks of posting.

## 2. **Digital Signage**

Digital Signage Screens are available for student organizations or employees to advertise upcoming events and services to the Campus Community. Digital Signage Screens and signage requests will be maintained by the designated university department, college or student organization responsible for the spaces they are housed within.

## 3. **Yard Signs**

Yard signs placed in the ground with a stake or similar device may be used for directional use for campus events. Any other use of yard signs is prohibited.

Yard sign specifications are as follows:

- The yard signs must be no larger than 18 inches by 24 inches.
- The yard signs must include the name of the sponsoring organization.
- The yard signs cannot be placed within 10 feet of any other sign.
- The yard signs may only be placed in grass areas, not in landscaped beds.
- The yard signs must not be displayed for more than 24 hours before and 24 hours after the day of the event. Any sign not removed within this time is subject to removal and disposal by Facilities Management.
- There must not be more than 20 signs per event unless permission has been granted in advance with Student Center Reservations. Note: This permission will only be granted to large, campus-wide events such as Camp War Eagle or Move-In Day.



4. **A-Frame / Sandwich Board Signs**

A-frame signs may be used for directional use for campus events. Any other use of a-frame signs is prohibited.

A-frame sign specifications are as follows:

- The a-frame signs must include the name of the sponsoring organization.
- The a-frame signs cannot be placed within 10 feet of any other sign.
- The a-frame signs cannot be placed on any landscaped areas, bicycle paths, roadways, parking lots, parking spaces, or loading area without permission from Facilities Management. If placed on a sidewalk, they must not reduce the passable area to less than 6 feet.
- The a-frame signs may be placed adjacent to a sidewalk on a lawn only if, by placing the sign on the sidewalk, the passable area would be reduced to less than 6 feet. Otherwise, no signs may be placed on any lawns without permission from Facilities Management.
- The a-frame signs must not be displayed for more than 24 hours before and 24 hours after the day of the event. Any sign not removed within this time is subject to removal and disposal by Facilities Management.
- There must not be more than 20 signs per event unless permission has been granted in advance with Student Center Reservations. Note: This permission will only be granted to large, campus-wide events such as Camp War Eagle or Move In Day.

5. **Banners**

Banners may be hung only on structures designated for such use, and only with permission from Student Affairs or the appropriate administrative unit.

a. **Banners: Post Mounted (Reserved by the Student Center)**

Banners may be hung from free standing posts located near the Student Center, Foy Hall and as may be located by the University in the future. Approval and permits for banners to be hung on posts in this area must be obtained through AUinvolve ([www.auburn.edu/auinvolve](http://www.auburn.edu/auinvolve)) for registered student organizations or through Student Affairs Student Center Reservations for all other individuals, organizations, or departments.

Banners may be posted for two weeks, unless the space is needed.

Banner specifications are as follows:

- Banners must be four feet long by four feet tall.
- Banners must be made of vinyl with all four sides heat welded



and grommets installed in each corner.

**b. Banners: Post Mounted (Reserved by the Career Center)**

Banners may be hung from free standing posts maintained by the Career Center. Approval and permits for banners to be hung on these posts must be obtained through the Career Center.

Banners may be posted for two weeks, unless the space is needed. Banner specifications are as follows:

- Banners must be five feet long by three feet tall.
- Banners must be made of vinyl with all four sides heat welded and grommets installed in each corner.

**c. Banners: Streetscape (Pole Mounted)**

Banners to be applied to street or pedestrian lights must comply with the provisions of the [Auburn University Sign & Wayfinding Program Manual](#) and be reviewed prior to installation by the Office of the University Architect and the Office of Communications and Marketing. Approvals and permits of banners on streetlights or pedestrian poles must be obtained via Auburn University Land Use Agreement, which is administered through the Office of the University Architect. For additional information regarding requirements for campus signage see the [Facilities Management](#).

**d. Banners: Building Mounted**

All proposed banners or signage to be applied to academic or administrative buildings must comply with the provisions of the [Auburn University Sign & Wayfinding Program Manual](#) and be reviewed prior to installation by the Office of the University Architect and the Office of Communications and Marketing. Approvals and permits of banners on buildings must be obtained via Auburn University Land Use Agreement, which is administered through the Office of the University Architect. For additional information regarding requirements for campus signage see the [Facilities Management website](#).

**6. Other Temporary Signage**

All other proposed temporary signage must comply with the provisions of the [Auburn University Sign & Wayfinding Program Manual](#) and be reviewed prior to installation by the Office of the University Architect and the Office of Communication and Marketing. For additional information regarding requirements for campus signage see the [Facilities Management website](#).





## **B. Handbills**

Auburn University employees, students, student organizations, and invited guests of student organizations and employees may distribute literature in generally accessible outdoor areas of the university campus, as provided in the Expression and Demonstration Policy. Visitors without sponsorship and prior reservations may distribute literature only in designated Open Air Forums.

Auburn University employees, student organizations, and invited guests of student organizations or employees may reserve tabling spaces and distribute literature from those areas by reserving space with Student Center Reservations. No group or individual may set up a table for purposes of distributing literature or similar activities without prior reservation.

Those persons distributing flyers must remain within three feet of their tabling space at all times and not obstruct walkways or other tables or booths.

Registered Student Organizations may request tabling space through AUinvolve ([www.auburn.edu/AUinvolve](http://www.auburn.edu/AUinvolve)). All other members of the university community may request a table by contacting Student Center Reservations at (334) 844-1320 or [reservations@auburn.edu](mailto:reservations@auburn.edu). Invited guests of student organizations and employees will also need to register their tabling events in the Campus Events Planning System (<https://cws.auburn.edu/CEPS>).

## **C. Trademarks and Licensing**

Auburn University employees, students, student organizations, and invited guests of student organizations and use of Auburn University trademarks on the postings governed hereunder must be approved by the University's Office of Trademark Management and Licensing. Any posting bearing reference to

Auburn University must be licensed and approved in accordance with Auburn University licensing policy, found here:

<https://sites.auburn.edu/admin/universypolicies/Policies/AuburnUniversityTrademarkPolicy.pdf>

## **D. Prohibited Activity**

Printed materials must not have the effect of inciting or producing imminent lawless action. Coercion and harassment are prohibited. Auburn University's policy on Prohibited Discrimination and Harassment can be found here:

<https://sites.auburn.edu/admin/universypolicies/Policies/PolicyAgainstDiscriminationandHarassment.pdf>

Printed materials must not be affixed to, nor block, nor prevent the functionality of interior and exterior doors, interior and exterior walls, windows, fences, directional and informational signs, lamp posts, light poles, bike racks, handrails, barricades, trees, hydrants, and any other location



that is not designated as permissible in this policy.

Markings on walkways, roadways, or other permanent structures on campus with chalk, paint, tape, decals, stickers, or any other material is prohibited.

Temporary signage other than what is described above is prohibited. Also prohibited are: plywood / billboard signs and any signage with a sand, water, or cement block base.

No postings may be distributed and/or dropped over the campus from aircraft, thrown from buildings or from moving vehicles, or placed on windshields of vehicles.

### III. DEFINITIONS

*Campus* includes the core Auburn University campus generally bounded by South College Street, West Magnolia Avenue, Wire Road, and Woodfield Drive.

*Coercion or Coercive Behavior* - an attempt to intimidate or badger a person into viewing, listening to, or accepting a copy of communication; persistently requesting or demanding the attention of a person after that person has attempted to walk away or has clearly refused to attend to the speaker's communication.

*Postings* – signs, banners, billboards, handbills, fixed electronic media, direct personal solicitation, publicity, and sales promotion in the forms of posters, flyers, samples, coupons, free goods or services, or any other form of public notice designed to sell goods or services or publicize an event.

*Registered Student Organization* – an organization comprised mainly of students which is recognized by the university. Approval for recognition is granted by the Vice President for Student Affairs per the applicable policies.

*Tabling Spaces & Dimensions* – Three tabling locations are available on campus: the Haley Concourse, the Roosevelt Concourse, and the Thach Concourse. Tabling may not occur outside of these areas without prior approval. Displays on the concourse including physical tables may not exceed 6 ft by 6 ft by 6 ft.

### IV. COMPLIANCE AND SANCTIONS

Postings in violation of this policy will be removed and reported to the appropriate department including the Student Center, Facilities Management, Student Conduct, Campus Safety and Security, or other units on campus.

Any litter from the material being distributed must be collected and properly disposed of by the person or organization distributing the printed material.

If posting causes debris or damage, the university will assess reasonable costs of cleanup and repair



to the person or group who fail to comply with this policy.

Auburn students, student organizations or employees violating this policy will be subject to disciplinary action per the applicable policies.

All others violating these regulations will be subject to removal from the campus and/or to appropriate legal action.

**V. INTERPRETATION**

This policy shall be interpreted, administered, and enforced by the Division of Student Affairs. Questions of policy interpretation will be left to the discretion of the Vice President of Student Affairs and/or his or her designee.

This policy is not intended, nor should be understood, as an endorsement or approval by Auburn University of any advertising or promotion, an invitation or license to advertise or promote, or the granting of any right or permission to advertise or promote on campus beyond the rights existing under federal and state laws.

