



**UMBC POLICY FOR POSTING OF NOTICES AND EVENT ROADWAY SIGNAGE  
ON THE UMBC CAMPUS  
UMBC Policy VI-13.00.02**

**I. POLICY STATEMENT**

The University of Maryland Baltimore County (UMBC) provides various posting fixtures that may be used to advertise programs, events, and services of interest to the University community. These regulations set out conditions and procedures to accomplish that purpose in an attractive, environmentally sensitive, and orderly manner.

**II. PURPOSE FOR POLICY**

The University of Maryland Baltimore County (UMBC) provides various posting fixtures that may be used to advertise programs, events, and services of interest to the University community. These regulations set out conditions and procedures to accomplish that purpose in an attractive, environmentally sensitive, and orderly manner.

**III. APPLICABILITY AND IMPACT STATEMENT**

This policy addresses the entire UMBC campus.

**IV. CONTACTS**

Direct any general questions about this University Policy first to your department’s administrative office. If you have specific questions, call the following offices:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Email</b>
Policy Clarification	VP-Student Affairs	(410) 455-3013	<a href="mailto:nyoung@umbc.edu">nyoung@umbc.edu</a>

**V. UNIVERSITY POLICY**

1. Advertisements for events sponsored by University departments or organizations and those taking place at UMBC have posting priority. Advertisements for activities not connected with UMBC may be posted only as space permits.
2. An advertisement must include the name of the sponsoring agency or organization and date of the event or meeting being announced. General, undated materials will be removed to accommodate postings for specific events.
3. An advertisement may not exceed 11" x 17".

4. An advertisement may be posted on generally accessible fixtures designed to hold advertisements. These include outdoor public posting boards and those in the main concourses, or lobbies of University buildings.
5. Locked bulletin boards are provided for the use of particular departments or organizations and are not available for general advertising. [Please refer to the list of approved Public Posting Boards maintained by the Physical Plant Department.]
6. Some bulletin boards located near administrative, academic, or student organization offices are controlled and maintained by those departments or organizations and may not be used for general advertising without their permission.
7. Postings in Residential Life and Resident Dining Hall are governed by Residential Life Posting Policies. Materials posted in these areas require approval and must be stamped and signed before posting. Policies, approvals and requests for distribution may be requested in the Erickson offices of Residential Life.
8. Advertisements may not be posted in any interior classroom space, on walls, chalkboards, windows, doors, light poles, brick, elevators, sidewalks, trees, fences, other signs, or vehicles. Any advertisement posted improperly will be removed immediately and discarded. The sponsor of an event or outside solicitor will be billed for any damages and appropriate labor charges due to improper posting.
9. An advertisement may not cover or block previously posted materials.
10. An event sponsor must remove all its advertisements within 2 working days after its event. On the first and third Monday of every month all Public Posting boards will be cleared of all postings, which will be discarded.
11. Posting of temporary, outdoor direction and information signs (non-roadway) must be approved in advance by the Information Center staff. A sponsor must remove these signs within 1 working day of the event.
12. All roadway and parking lot event postings for information and direction must be requested through and provided by the UMBC Facilities Management Sign Shop (use of designated parking areas shall be coordinated with UMBC Parking Services). A service fee is associated with the fabrication, installation and removal of event signage.
13. Hanging of banners is permitted only in The Commons and in approved areas at the University Center and must be approved in advance by the Commonvision staff. Designated spaces for banners overlook Main Street. Banners must be created in Commonvision (They may not be "homemade"). A banner may be hung only by the Operations staff of The Commons. University Center Banners must be hung by Facilities Management.
14. Advertisements to be displayed on electronic message screens inside The Commons must be given to the Commonvision staff to be posted.

15. Posting in The Commons and the University Center is regulated by Division of Student Affairs Procedure 7-1, Regulations for Use of The Commons by Members of Student Organizations and Administrative Offices. A sponsor is expected to abide by this policy.
16. A solicitation may be advertised only when it has been scheduled in accordance with the University's Concessions and Sales and Solicitation Policies. Copies of these policies are available at The Commons Administration Office, The Commons Suite 335.
17. Student election materials are subject to these general regulations as well as the election rules of the Student Government Association.
18. An advertisement for events at which alcoholic beverages are to be served is subject to the terms of the Alcoholic Beverage Policy. They must include the name of the sponsor and a statement that proof of age will be required to gain admission to the event. If alcoholic beverages are to be sold or if there will be an admission fee where alcoholic beverages will be distributed, an alcoholic beverage license must first be obtained. Alcoholic beverages may not be advertised as the main attraction for events.
19. An advertisement promoting an event that is unlawful or violates University regulations may not be posted.
20. A sponsor is solely responsible for content of its advertisement. UMBC in no way endorses or approves the content of the advertisement or the program or service that it promotes.

### **Sanctions**

A sponsor violating this policy for the first time will receive a warning. Each subsequent violation will result in a charge of no less than \$25 and the loss of scheduling privileges.

### **Implementation**

Administrative Staff of The Commons and the staff of the Office of the Vice President for Student Affairs implement this policy. Questions, complaints, reports of violations, or appeals regarding the policy should first be directed to The Commons Administration.

### **Original Copy and Amendments**

The original copy of this policy is maintained by the Office of the Vice President for Student Affairs. This policy may not be amended without the approval of the vice president for student affairs. An amended policy will contain a date of issue and an amended number.

### **Phone Numbers**

The Commons Administrative Offices 455-3454 commonvision 455-1884  
The Commons Operations 455-3456 Residential Life 455-2591

**VI. DEFINITIONS**

<b>Responsible Administrator</b>	The Vice President or senior administrator charged with the responsibility for creating, implementing, updating and enforcing University Policies as required in his/her area of administrative authority.
<b>Responsible Department or Office</b>	At the direction of the Responsible Administrator, the Responsible Department or Office develops and administers policies and procedures and assures the accuracy of its subject matter, its issuance, and timely updating.

**VII. APPROVAL AND PROCEDURES**

- A. Pre-approval is required (See above policy).
- B. Approval is required (See above policy).
- C. Procedures: See policy above regarding procedures.

**VIII. DOCUMENTATION: NA**

**IX. RESTRICTIONS AND EXCLUSIONS: *NONE***

**X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES: *NONE***

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**Administrator Use Only**

**Policy Number: VI-13.00.02**  
**Policy Section: General Administration**  
**Responsible Administrator: VP-Student Affairs**  
**Responsible Office: Student Affairs**  
**Approved by President: \_\_\_\_\_ [date(s)]**  
**Originally Issued: \_\_\_\_\_ (date)**  
**Revision Date(s): \_\_\_\_\_ (date)**