

CLAYTON STATE UNIVERSITY
UNIVERSITY POSTING AND ANNOUNCEMENT POLICY

The following posting regulations are intended to protect campus facilities and improve University aesthetics. Postings not in accordance with the regulations will be removed and discarded. Failure to adhere to the regulations may result in a conduct code violation for students and student organizations. Academic and administrative unit violations will be reported to the appropriate administrator. Non-University violators will be reported to the Department of Public Safety and may be banned from accessing campus facilities and grounds. Campus Information and Visitor Services will enforce the posting policy in Edgewater Hall, the James M. Baker University Center, and the outdoor kiosks. Laker Life will enforce the posting policy in the Student Activities Center. For other academic and administrative facilities, please notify the appropriate administrative unit of any infractions. Any administrative member of the campus community may remove posters, signs or flyers placed in unauthorized locations. Non-University postings may also be removed.

Posting privileges for approved activities, events, programs, meetings, and announcements on campus are limited to recognized student organizations, athletics, academic and administrative units. Non-University persons, businesses, vendors, or non-profit organizations are strictly prohibited from posting advertisements, event announcements, or services on campus.

Posters, signs, and flyers:

1. Posters, signs, or flyers sponsored by student organizations, athletics, academic and administrative units must be posted on campus bulletin boards designated for general use. Posting on doors, windows, walls, benches, light poles, vehicles, etc. is prohibited. Exception: Room changes may be posted adjacent to the classroom door. Bulletin boards designated for department information may not be used for non-departmental postings.
2. An accessibility statement notifying individuals with disabilities on how to request accommodations or obtain alternate formats must be included on all posters, signs, or flyers. The accessibility statement must be legible. Postings without the accessibility statement will be removed. The required accessibility statement is:

Individuals requiring disability-related accommodations for participation in any Clayton State University sponsored event or program may contact Disability Services at (678) 466-5445 or DisabilityServices@clayton.edu.

3. Student Organizations are required to have all posters, signs and flyers approved and stamped by Laker Life before posting. Laker Life requires a minimum of one (1) business day to process, approve and stamp submitted posters, signs, and flyers.
4. Responsibility for the placement of posters, signs, flyers, and banners is as follows:
 - a. Campus Information and Visitor Services is responsible for the James M. Baker University Center, Edgewater Hall, and the outdoor campus kiosks.
 - b. Laker Life is responsible for the Student Activities Center.
 - c. Student organizations, academic and administrative units wanting to put up posters, signs, and flyers in other buildings on campus may do so providing all posting policies are followed.

5. Posters, signs, or flyers may not overlap or conceal any portion of other posted posters, signs, or flyers.
6. Posters, signs, flyers, or banners may not be posted for more than two (2) consecutive weeks.
7. No person is to deface any posters, signs, flyers, or banners. Anyone caught defacing a posted item will be reported to the Department of Public Safety.
8. Posters, signs, or flyers designed with obscene language will be removed.
9. There may be no more than one (1) of the same poster, sign, or flyer on any one (1) bulletin board.
10. The name of the sponsoring unit must be clearly indicated on all posters, signs, flyers, or banners as well as the date, location, and time of the activity, event, or program.
11. Sponsoring units that place posters, signs, or banners in campus buildings other than the University Center, Edgewater Hall, and the Student Activities Center are responsible for removing them within one (1) business day following an activity, event, or program.
12. The placing of any flyers, signs, handbills, or other publicity items or materials on vehicles is strictly prohibited.

University Center, Edgewater Hall, and outdoor kiosks

1. Posters, signs, flyers, and banners are to be taken to the University Center information desk where a posting request form is to be completed. The form will provide the posting staff with the necessary information to post in the requestor's preferred location(s) on a space available basis.
2. Postings take a minimum of 1-2 business days to be posted.
3. Due to limited space, banners in the UC along with posters and flyers in the kiosks, the UC, and Edgewater Hall will be posted two weeks prior to the event and will be taken down 1-2 business days after the event. Posters and flyers will not be returned.
4. Banners are returnable but must be picked up within three business days after the event.
5. Postings and banners not placed by CIVS will be removed and discarded.
6. All posters and flyers must include the university accessibility statement as provided in #2 under Posters, Signs and Flyers.

Banners

1. All banners to be hung in the University Center and Edgewater Hall must be approved and hung by Campus Information & Visitor Services. Once approved, CIVS will coordinate placement and removal of banners in these buildings.
2. Requests to hang banners outside must be made through Facilities Management through the online request form on the Facilities web page.
3. Banners to be hung in the Student Activities Center must be approved and hung by Laker Life.

Campus Event Yard Signs

1. Student organizations, athletics, academic and administrative units are responsible for putting up and taking down their event signs and must adhere to the following guidelines.

2. Event/yard signs may not be posted for more than two (2) consecutive weeks. Some exceptions may be allowed; approval will need to be obtained from the director of Campus Information and Visitor Services.
3. Student organizations must have their signs approved by Laker Life in addition to the university authorization sticker.
4. All yard signs are required to have an authorization sticker which will be provided by Media & Printing Services for new signs. Previously made yard signs must have a new sticker each time it is used. Stickers for previously made yard signs are available from the director of Campus Information & Visitor Services.
5. Stickers are to be placed on the bottom corner of the sign with the following information legibly written sponsoring unit, contact name and sign expiration date.
6. Sponsoring units are responsible for removing all their signs within two (2) business days following the expiration date on the authorization sticker on the sign.
7. Campus Information & Visitor Services will monitor event/yard signs on a regular basis and expired signs will be removed. Signs without an expiration sticker will be removed immediately. Removed signs will be discarded.
8. External entities using campus facilities may post directional signs to their event. They must obtain stickers from CIVS, OR they may hand write or create their own sticker with the following information: "External Event;" name of event, name of CSU contact (not department); and date. Stickers are to be placed on the bottom right-hand corner, front or back, of their sign. Signs may only be posted the day of the event. Signs posted days before the event or left the day after the event will be subject to removal. Signs removed will be immediately discarded.

Other

1. The use of chalk on pavement is permitted only along the main sidewalk of the campus courtyard (spanning the rear of the University Center – Quad) and the sidewalk in between Magnolia Hall and Edgewater Hall and the sidewalk along the Student Activities Center and the SAC Green.
2. Job opportunity information should be directed to the Office of Career Services. Table tents may be placed on tables in the James M. Baker University Center Commons (food court) with permission from the Campus Dining General Manager.
3. Table tents placed throughout the James M. Baker University Center will be removed at the end of the day. Table Tents are permitted inside the Laker Lounge and Center for Student Involvement and Service of the Student Activities Center. Table tents are not permitted inside the fitness area. Table tent displays should be monitored regularly to ensure neatness and order; tables tents should be removed immediately following the advertised activity, event, or program. Flyers placed on tables will be discarded. Table tents will be discarded after two (2) weeks.
4. Email Announcements: Departmental announcements for general distribution to campus employees and/or students should be sent to the Office of University Relations for inclusion in the Laker Lines email bulletin.
5. Recognized student organizations may send campus announcements through Laker Life in accordance with the email announcement guidelines claytonstate.qualtrics.com/SE/?SID=SV_d3WtdnUjwdTIhYU. Only announcements for approved campus activities, events, and programs will be sent campus wide.

PLACES TO POST

Students may advertise approved events, programs, and activities in the following designated areas/publications:

- Flyers on bulletin boards in the University Center, the Student Center, the Student Activities Center, Laker Hall, and Clayton Station. The Dean of the school/college must approve of all other areas.
- Handbills (small flyers) may be distributed to students on Main Street in the University Center with appropriate space reservation or distributed in student mailboxes in Laker Hall with approval.
- Table tents in the University Center and the Student Activities Center.
- Electronic publications: Community, Laker Lines, Student Info emails, events calendar on the Laker Life website, and the University Master Calendar in the Swan portal.
- Ads in the Bent Tree student newspaper.
- Announcements and commercials on Clayton State Internet Radio (CSIR).
- 22 x 28 professionally printed posters in the University Center and the Student Activities Center.
- Chalking on the Quad and at the Student Activities Center and approved walkways.
- Neatly crafted, hand-made posters to be hung in the University Center and the Student Activities Center.
- Yard signs in appropriate areas.
- Banners in the University Center, the Student Activities Center, and in approved outdoor areas.

SOCIAL MEDIA

Social media provides opportunities for student organizations to share information and knowledge and to foster learning, innovation, collaboration, and ideas. We recognize the value and importance of diverse opinions and encourage responsible and respectful social media use that is consistent with our commitment to university values and decorum. As social media content has the potential to affect the reputation of the university and members of its community, we expect that student groups will be respectful and mindful of the impact of all postings, and exercise due diligence in protecting the university's image. Further, all content must comply with all applicable laws, regulations, and university policies, including, but not limited to, those addressing harassment, privacy of student and health records, confidentiality, copyright, trademark, computer usage, and information security.

UNIVERSITY LOGO & SEAL

The official university logo and seal are protected trademarks appearing on stationery products and all official items representing Clayton State University. The official university logo and seal must be reproduced from authorized original illustrations and should not be redrawn or modified in any way. Please do not use parts of the logo or seal to create other logos/seals. Logos must be reproduced in approved official color combinations. All usages of the University logo and seal or any artwork using the university name, image, or likeness must be approved by the Department of University Marketing & Communications. To review the full University Marketing & Communications Guide that provides instructions for use of university protected trademarks, please visit the Department of University Marketing and Communications website: clayton.edu/marcomm/brand-identity/index.

UNIVERSITY COLORS

Clayton State's school colors are navy blue and orange. The navy blue ("Laker Blue") should be represented by Pantone 288, cmyk 100.92.26.14, rgb 9.44.116, or hex 092c74. The orange ("Georgia Clay") should be represented by Pantone 165, cmyk 0.74.100.0, rgb 252.109.35, or hex fc6d23.

UNIVERSITY WEBSITES

Clayton State provides free web space for all recognized student organizations. Any posted information that conflicts with the University Mission will be removed. Laker Life reserves the right to remove an inactive website. Students who fail to meet the aforementioned expectation may lose website privileges as well as face sanctioning from the Division of Student Affairs.

LOCH SHOP'S FIRST RIGHT OF REFUSAL POLICY

Books, including course materials, study aids, trade books, books for special events, and general interest books; course equipment; school and art supplies; Clayton State logo items; and other competing items (t-shirts, promotional items) may not be brought into a University facility for resale or distribution by any individual, campus office, or group without the first right of refusal given to the Loch Shop, the University's official retailer. For more information, please contact the Director of Laker Life.

UNIVERSITY SOLICITATION POLICY

Non-university persons, businesses, and non-profit organizations are strictly prohibited from posting and distributing advertisements, event announcements and services on campus. Advertising of a private enterprise on campus is permitted only in approved campus publications, newspapers, magazines, or by direct U.S. Mail or telephone.

The University electronic mail system, internal campus mail service, and bulletin boards are for official University correspondence and authorized activities only and shall not be used for commercial correspondence, advertising, soliciting, or mass mailing.

Student organizations and/or its members caught posting unapproved flyers, business cards, postings on behalf of non-university persons, businesses, and non-profit organizations will be sanctioned and will jeopardize the organization's posting privileges.

UNIVERSITY TAX ID NUMBER

Registered Recognized Student Organizations are not granted university-specific privileges. As a result, tax-exempt status is not provided to student organizations. Student organizations may not use Clayton State University's tax-exempt status or tax ID number for organization business purposes.

EMAIL ANNOUNCEMENTS

Student organizations may send campus-wide emails through the University 'StudentInfo@clayton.edu' listserv to promote registered events, activities, and programs. Laker Life reserves the right to edit messages for content, clarity, and completeness. Student info requests must be submitted at least five (5) business days prior to the date of the event to be listed in the student activities emails.

Student info emails are sent every Monday, Wednesday, and Friday as one email listing student activities (this schedule is subject to change without notice). Administrative units and campus-wide student organizations may have separate emails sent regarding student events and activities.

Student info emails are a privilege and not a requirement for marketing. Please ensure that your student organization uses a variety of media to most appropriately promote and market your events.

Corrective email messages will be sent case by case; every effort should be made to ensure email announcements are correct and complete before submitting them to Laker Life.

In order to submit an Email Announcement request, visit:

claytonstate.qualtrics.com/SE/?SID=SV_d3WtdnUjwdTIhYU.