

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Administration

Number: 05.C.10

AREA: Student Affairs

SUBJECT: POSTING FLYER INFORMATION ON UNIVERSITY BULLETIN BOARDS

I. PURPOSE AND SCOPE

This document provides guidelines to accommodate the posting of flyers and the sharing of information at the University of Houston - Clear Lake (UHCL) on University bulletin boards. The primary purpose of these guidelines is to support the events and activities of the University community, while maintaining a clean and safe environment at the University of Houston - Clear Lake.

II. POLICY

Posting flyers inside of buildings at the University of Houston - Clear Lake for official University events or activities is limited to University bulletin boards available in high traffic areas on campus and other applicable areas used by faculty, staff, and students. The University affiliated individual or group with flyer information will need to contact the [Office of Student Involvement and Leadership](#) for specific flyer posting guidelines. Literature distribution and other expressive activity information in [MAPP 01.D.15](#) (Freedom of Expression) is consistent with the instructions documented in this policy.

III. DEFINITIONS

- A. Event: A daily, weekly, monthly or “one time” gathering and/or meeting of a student organization, faculty, or staff group. For more definitions of various types of University campus events, please reach out to the [Office of Student Involvement](#) (for registered student organizations) and [UHCL Scheduling Office](#) (for faculty, staff, departments, or community groups).
- B. Flyer: A single-page leaflet advertising an event or activity. Flyer specifications are documented in Section V.A.2.
- C. University Bulletin Board: They can be found in various locations around campus and are not designated for use by specific departments or programs. All bulletin boards will be identified in the top left corner with the Office of Student Involvement and Leadership’s name and a link to this policy. A map of these bulletin boards can also be found on the [Office of Student Involvement and Leadership](#) website.

- D. Official University event or activity: Refers to any event that is open to all or part of the University community, and is being sponsored by a University division, college, department, or registered student organization.
- E. Posting: Displaying an announcement or event in a place of public view (University bulletin board).
- F. Registered student organization: There are approximately 100 registered student organizations at the University, based on campus traditions, student interests and hobbies, honors organizations, and major academic-focused organizations. For more information please contact the [Office of Student Involvement and Leadership](#).
- G. University: The University of Houston - Clear Lake
- 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 inside is limited to University bulletin boards positioned at different campus areas. A map of these bulletin boards can also be found on the [Office of Student Involvement and Leadership](#) website. Please contact the [Office of Student Involvement and Leadership](#), located in SSCB 1.204, for more information.

Posting information is strictly prohibited in, on, or around the following areas, but not limited to:

- A. All building walls (exterior), bathrooms, columns, doors, concrete walls, painted surfaces, staircases, glass and windows
- B. Campus signs, traffic signs, benches, newsstands, 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. Flyers should be for an official University event or activity that is open to all or part of the University community.
 - 2. Flyer specifications

- a. Printed material must be no larger than 8.5 x 11 inches.
- b. Each flyer must contain
 1. Name of the sponsoring organization, department, or individual
 2. Current specific contact information (Phone number, e-mail address)

Note: Flyers without contact information will be removed from University bulletin boards.

- c. The University of Houston- Clear Lake is committed to establishing and maintaining a safe and civil environment for teaching and learning. As such, the flyer's documentation must be in compliance with University of Houston- Clear Lake policies, as well as Texas and federal law.
- d. Every University sponsored event flyer must have the following ADA Statement: "Any individual requiring an accommodation in order to participate in this event or utilize these services will need to contact (insert UHCL registered student organization/department name) at (insert UHCL registered student organization/department email/phone number) in advance."

B. Rules for Posting Flyers to University Bulletin Boards

1. UHCL registered student organizations and departments must contact the [Office of Student Involvement and Leadership](#), located in SSCB 1.204, for review and approval with posting flyers.
2. Flyers are posted on University bulletin boards 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. The University will clear all posting locations on a bi-weekly basis of all past dated or "as needed" documents.
3. No more than one flyer for each event shall be placed on the University bulletin board.
 - a. Note: "Wallpapering" University bulletin boards is not permitted.
4. Flyers can be posted throughout campus on bulletin boards that are designated for that purpose.
 - a. If you are interested in posting additional flyers in [Hunter Residence Hall](#) or the [Campus Recreation and Wellness Center](#), contact them directly for approval.
5. Flyers can only be posted for up to one month or until the day after your event ends, whichever comes first.

6. The registered student organization or department is responsible for posting and removing all flyers after they have expired.
7. Posting flyers on the walls, doors, or inside classrooms is prohibited.
8. Covering up other groups' flyers is prohibited.
9. All postings placed in unauthorized locations will be automatically removed and discarded/recycled.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Student Affairs

Review: Every five (3) years

VII. APPROVAL

/Tina Powellson/

Vice President for Student Affairs

/Richard Walker/

President

Date: May 12, 2023

VIII. REVISION LOG

Revision Number	Approval Date	Description of changes

X. REFERENCES

[MAPP 01.D.15](#) – Freedom of Expression

[Print and Support Services](#) – For help producing flyers