

# UNIVERSITY OF WASHINGTON BOTHELL POLICIES AND PROCEDURES MANUAL

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Use of Facilities for Publicity

8.11

REV 03/2016

Administration, Planning & Finance

425.352.5381

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## **OVERVIEW**

Administration, Planning & Finance is responsible for issues related to the use of University of Washington Bothell (UW Bothell) facilities.

## **POLICY**

UW Bothell is committed to a safe and well-maintained campus environment, and to the free expression of ideas. In order to balance both interests, a policy on the use of facilities for publicity and communication is appropriate. The posting, distributing, or disseminating of materials (e.g. flyers, posters, table tents, banners, handbills) that advertise, publicize, or otherwise provide notice of classes, activities, events, or information consistent with and supportive of the teaching, research, and public service mission of the university are subject to the guidelines and posting areas below.

## **GUIDELINES**

1. Materials shall indicate the name and contact telephone number of the department, individual or organization.
2. Materials shall comply with University of Washington conduct codes.
3. All printed materials written in a language other than English must be accompanied by an English translation.
4. Flyers and posters shall not exceed the size of the background to which they are affixed.
5. Two posters, four flyers, or four table tents are allowed per building floor.
6. Affix flyers to bulletin boards using push pins or to concrete columns using blue painter's tape. The tape must be rolled on the back, and should not be visible from the front.
7. Flyer or poster authors shall monitor and remove materials when the information becomes outdated.
8. Publicity that does not meet the criteria above or interferes with campus safety will be removed.

## POSTING AREAS

### 1. Bulletin Boards

- a. Departmental bulletin boards, typically located outside administrative or academic department offices, are maintained by the respective departments. Posting is restricted and permission must be obtained from the department.
- b. Non-departmental bulletin boards are available in the UW1 and UW2 buildings. Each bulletin board has a specific purpose. Only fliers related to the purpose of the bulletin board are allowed.

### UW1 Lower Level:

North hall	University & General Information
South hall	Community & Commercial Notices (i.e. for rent, for sale, etc)
UW1 061	UWB Orientation & Transition Programs **restricted**
UW1 080	UWB Student Affairs **restricted**

### UW1 1<sup>st</sup> Floor:

North hall	University Information
South hall/West wall	General Information
South hall/East wall	Transportation Center **restricted**

### UW1 2<sup>nd</sup> Floor:

North hall	University Information
South hall	General Information
UW1 211	School of Nursing and Health Studies **restricted**
UW1 260	Faculty Offices (Under Construction)
UW1 271	Faculty Offices (Under Construction)

### UW1 3<sup>rd</sup> Floor:

North hall	University Information
South hall	General Information
UW1 311	School of Educational Studies **restricted**
UW1 360	STEM Office of Research and Graduate Studies **restricted**
UW1 381	School of Business **restricted**
UW1 390	School of Interdisciplinary Arts and Sciences **restricted**

### UW2 Lower Level:

Lobby Southeast wall	Transportation Center **restricted**
Lobby Southwest wall	University Information
North hall/East wall	General Information
Commons	UWB Student Affairs

**UW2 1<sup>st</sup> Floor:**

East wall	University & General Information
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**UW2 2<sup>nd</sup> Floor:**

East wall	University & General Information
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**UW2 3<sup>rd</sup> Floor:**

Southwest wall	UWB Education <b>**restricted**</b>
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Northeast wall	UWB Graduate Studies <b>**restricted**</b>
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**ARC Lower Level:**

Front door elevator	University Information
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**ARC 1<sup>st</sup> Floor:**

Front door elevator	University Information
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**ARC 2<sup>nd</sup> Floor:**

Front door elevator	University Information
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\*Please note that ARC may be changing/adding posting locations throughout Spring Quarter, 2016

**Husky Hall**

Multipurpose room	University Information
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West vending machines	University & General Information
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Southwest wing	University & General Information
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Southeast wing	University & General Information
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East wing	University Information
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**Discovery Hall 1<sup>st</sup> Floor**

Main area north end	University & General Information
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**Discovery Hall 2<sup>nd</sup> Floor**

Northeast Restrooms	University & General Information
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Northeast elevators	University & General Information
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Northwest wall	University & General Information
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**Discovery Hall 3<sup>rd</sup> Floor**

Northwest wall	University Information
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Northeast Restrooms	University & General Information
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**Discovery Hall 4<sup>th</sup> Floor**

Northeast Restrooms	University & General Information
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Northwest wall	University & General Information
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## 2. Student Project Display Rails

- a. Student Project Display Rails are located in south hallways of UW1 and between the restrooms in Husky Hall. The primary purpose of these rails is for the display of student academic projects.
- b. Faculty may reserve the use of the display rails on the third floor through STEM Office of Research and Graduate Studies at 425-352-3470. Student project display is limited to 3 continuous weeks per class unless otherwise approved.
- c. University materials may be affixed to display rails when they are not in use for student projects.

## 3. Banners

- a) Large banners intended for high-profile locations including garages, the Commons and North Creek Events Center must be approved by UW Bothell prior to design, printing and installation.
- b) Start the approval process by completing a job request for approval of content, duration, location, and size of banner from the Office of Advancement & External Relations. Content approval will be based upon two primary considerations:
  - Is the subject matter relevant to a campus-wide audience (e.g. commencement, welcome students, career week);
  - Are UW and UW Bothell branding guidelines being adhered to;
- c) Following approval from the Office of Advancement & External Relations submit a job request to Facilities Services for banner installation and removal.
- d) All expenses associated with banner design production, installation and storage will be billed to the requesting department's budget.
- e) Black-out periods may be implemented to accommodate campus-wide priorities such as commencement and career week.

Current blackout periods for south garage:

Career Fair - second or third week of fall quarter and the fourth week of spring quarter

Commencement - May 1 to June 15

Welcome New Students - September 19 to October 21

## 4. Handbill Distribution

- a. Solicitation or distribution of handbills, pamphlets and similar materials by anyone, whether a member of the university community or of the general public, is permitted on the campus promenade between the South Garage and UW1 building or in the UW2 Commons lobby.

- b. No individual or group may leave flyers, announcements, or printed literature of any kind unattended on campus grounds or inside any campus buildings with the exception of designated literature racks for publications.
  - c. To ensure proper coordination and safety, requests by the general public or outside organizations to distribute handbills are coordinated by Facilities & Campus Operations at 425-352-3556.
5. Sandwich Board & Easels
- a. Sandwich boards and easels shall be used only to advertise or publicize University business, activities and events.
  - b. Sandwich boards may be no larger than 4 feet by 3 feet.
  - c. One sandwich board or easel is allowed in building lobbies. Two sandwich boards or easels per group/event are allowed on the campus promenade.
  - d. Sandwich boards or easels are prohibited from blocking pedestrian walkways, from the center of the promenade, and from hallways, stairwells, elevators, and restrooms.
  - e. Sandwich board or easel owners must monitor and remove boards when the information becomes outdated.
  - f. Sandwich boards or easels that do not meet the criteria above or interfere with campus safety will be removed.
6. Restricted areas
- a. Posting is prohibited in classrooms, restrooms, elevators, and on or near permanent or fixed signage.
  - b. Materials may not be placed on or against, attached to, or written on any structure or natural feature of the campus such as, but not limited to, doors, exterior facades of buildings, glass, painted surfaces, surfaces of walkways or roads, outdoor sign or lamp posts, waste receptacles, trees, landscape or stakes.
7. Exceptions
- a. Permanent or temporary exceptions to any of these guidelines may be addressed to the Vice Chancellor of Administration, Planning & Finance at [uwb-adminplng@uw.edu](mailto:uwb-adminplng@uw.edu).

## **ADDITIONAL INFORMATION**

Posting requests for the UWB/CC Campus Library building (LB1 and LB2) should be directed to Library Administration at 425-352-5341 or the Circulation Desk at 425-352-5402.

Posting requests for the UWB/CC Library Annex building (LBA) should be directed to Career Services at 425-352-3706.

Posting requests for the Cascadia College building (CC) and North Garage should be directed to the CC Media, Public Information, Communication, and Marketing Office at 425-352-8491.

Administration, Planning and Finance

Phone: 425.352.5381

E-mail: [uwb-adminplng@uw.edu](mailto:uwb-adminplng@uw.edu)