

UNIVERSITY OF WASHINGTON BOTHELL

POLICIES AND PROCEDURES MANUAL

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Use of Facilities for Publicity

8.11

REV 01/07

Administrative Services

425.352.5261

OVERVIEW

Administrative Services 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 Flyer or poster authors shall monitor and remove materials when the information becomes outdated.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.
9. All materials will be removed at the end of each academic quarter unless otherwise approved for continued posting by the Director of Finance and Administration.

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 Student Life **restricted**
UW1 080	UWB Information Systems **restricted**

UW1 1st Floor:

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

UW1 2nd Floor:

North hall	University Information
South hall	General Information
UW1 211	UWB Nursing **restricted**
UW1 260	UWB Chancellor's Office **restricted**
UW1 271	UWB Finance and Human Resources **restricted**
UW1 281	UWB Public Relations & Communications **restricted**

UW1 3rd Floor:

North hall	University Information
South hall	General Information
UW1 311	UWB Academic Affairs Office **restricted**
UW1 360	UWB Computing & Software Systems **restricted**
UW1 381	UWB Business **restricted**
UW1 390	UWB Interdisciplinary Arts & 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 Life **restricted**

UW2 1st Floor:

East wall University & General Information

UW2 2nd Floor:

East wall University & General Information

UW2 3rd Floor:

Southwest wall UWB Education ****restricted****

Northeast wall UWB Graduate Studies ****restricted****

2. Student Project Display Rails

- a. Student Project Display Rails are located in south hallways of UW1. 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 first floor through Academic Affairs at 425-352-3572 and on the third floor through Computing & Software Systems at 425-352-5279. 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

The assignment of space for banners and the hanging of banners is coordinated by Administrative Services at 425-352-5261.

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 Use 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 Director of Finance & Administration at 425-352-5404.

ADDITIONAL INFORMATION

Posting requests for the UWB/CCC Campus Library building (LB1 and LB2) should be directed to Library Administration at 425-352-5258 or the Circulation Desk at 425-352-5340.

Posting requests for the UWB/CCC Library Annex building (LBA) should be directed to Career Services at 425-352-5352.

Posting requests for the Cascadia Community College building (CCC) and North Garage should be directed to the CCC Communications and Marketing Office at 425-352-8256.

Finance and Administration

Phone: 425.352.5235

E-mail: finad@uwb.edu