



## McFarland Student Union Policy 2000-0109

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### POSTING, PETITIONING AND DISTRIBUTING LITERATURE

#### A. Purpose

To provide guidelines, consistent with University policies, regarding the posting, petitioning and distribution of literature in the McFarland Student Union.

#### B. Scope

This policy applies to all individuals or groups posting, petitioning and distributing printed information in the McFarland Student Union.

#### C. Definition(s)

**Petitioning:** Addressing individuals or groups to sign, support or advocate a particular issue or cause.

**Posting:** Hanging or displaying materials in designated areas.

**Distributing:** Dispensing items to the general public for the purposes of promoting a particular event, program or issue.

#### D. Policy and Procedure(s)

- **Petitioning**
  1. Petitioning is allowed only if approved through the Sales and Solicitation Process and/or the Vice President of Student Services.
- **Distribution and/or Posting of Information**
  1. Distribution and/or Posting of information is allowed in accordance with the following guidelines:
- **Distribution:**
  1. The distribution of literature may be conducted at any one of designated sales/solicitation areas in the lobbies of the MSU. Distribution of publicity material at any entrance in support of a program being held in the MSU may be granted with the approval of Student Union and Commuter Services. All other

areas, including the entrances, exits and eaves of the MSU are not distribution points.

- **Posting:**

1. Recognized student organizations or University departments are allowed one posting per event, per bulletin board, per side in the MSU. Organizations are responsible for removing their posters after the event has occurred.
2. Postings must be handed into the Information Desk and stamped for approval and posting.
3. Postings may be displayed for no longer than four continuous weeks.
4. Organizations who do not submit postings at the Information Desk and/or are not stamped will have their literature removed.
5. Any exterior or outdoor postings adjacent to the MSU must adhere to the KU's Outdoor Posting and Chalking Policy.
6. Off-campus organizations or activities may only be posted in designated areas.
  - a. No materials of any type may be posted on the walls, windows, doors or any other unauthorized portion of the MSU without permission from Student Union and Commuter Services.

#### **Effective Date**

- 2000-2001

#### **Approved By**

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

#### **Cross References**

- **KU Policy 1999-629 Outdoor Posting and Chalking**
- **KU Policy 1995-113 Posting Guidelines for Kutztown University**
- **Key Policy, Sales and Solicitation**