**Policy**
The University of Wisconsin-River Falls regulates the posting of signs, posters, advertisements, pictures, lawn signs and other materials.

**Authority**
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Vice Chancellor for Business and Finance is responsible for the administration of this policy.

Questions or clarifications about this policy can be sought from Facilities Management. To request an exception to this policy, email: administrative-policy@uwrf.edu.

**Sanctions and Appeals Process**
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, employees, and/or civil or criminal prosecution.

**Procedure**
**Signs or Posters**
No person may erect, post or attach any signs, posters, pictures or any other item of a similar nature in or on any building, including classrooms, or upon other university lands except on established bulletin boards or as authorized by the provisions of this policy.

Specific buildings (such as University Center, Chalmer Davee Library, Residence Halls) are authorized to adopt their own policies applicable to their areas, so long as they do not conflict with the parameters established here. Any building-specific policies must reference and adhere to the general guidance in this Administrative Policy.

Signs promoting official university-sponsored or recognized student organization (RSO) events or groups will take precedence over non-university groups.

All signs or posters advertising an event must be removed within 24 hours after the event has occurred. The removal of these signs or posters is the responsibility of the sponsoring organization or department.

Facilities Management is solely responsible for procurement and installation of any signs permanently mounted to building walls, doors, ceilings, and other structures. If a department or person believes a permanent sign is needed, please submit the request to Facilities Management.

**Bulletin boards**

Bulletin boards are available on campus for posting. Bulletin boards in academic buildings that are not labeled for a specific department are available for signs promoting university sponsored or RSO events or groups.
Prior approval from a college Dean’s office, academic department or administrative office may be needed when posting on bulletin boards that they manage. Those offices are also responsible for the general maintenance and upkeep of the content on their respective bulletin boards.

Public bulletin boards are cleared completely the last day of each semester by Facilities Management custodial staff. Custodians also have the right to relocate or temporarily remove signs on bulletin boards in accordance to relative space.

Outdoor/Lawn Signs

University building walls, doors, trees, light poles or other structures on university grounds are not to be utilized for the posting of signs or other materials.

Only lawn signs used by Admissions or for the promotion of an official university sponsored or approved RSO event are allowed. Lawn signs may not be placed in flower beds, next to fire hydrants or impede the flow of traffic. All signs must be placed at least three (3) feet apart and at least three feet from the edge of sidewalks.

If weather conditions destroy or damage a lawn sign, the sponsoring organization or campus office/department must promptly remove or replace it. Organizers are responsible for periodically reviewing lawn sign placement to ensure they are safely and appropriately displayed, have not fallen, been moved or tampered with, etc.

Lawn signs not meeting these criteria will be removed by University Police or Facilities Management.

Sign Content

Signs or posters whose primary purpose promotes any of the following will not be permitted and will be immediately removed by University Police or Facilities Management:

- consumption of alcoholic beverages,
- obscenity,
- any violation of university policy.

University Responsibilities

Executive Director of Facilities Management
Building Staff (Custodians, Program Assistants, etc.)

Related Documents

- Student Organization Handbook
- University Centers Policies and Procedures Manual
- AP-01-103 Use of University Facilities Policy
- UWS Chapter 18: Conduct on University Lands

Contact

To direct questions about this policy, mailto: administrative-policy@uwrf.edu.