

Violations of these regulations will result in removal of improperly posted signs and possible loss of posting privileges for the semester and/or other restrictions as may be determined by the assistant dean-of students. Clubs and organizations and/or individuals will be charged for costs incurred in removal or repair of improper posting.

### VIOLATIONS OF UNIVERSITY REGULATIONS

Violations of "Campus Publicity and Posting Regulations," which also violate the Standards for Student Conduct regulation will be referred to the director of Student Conduct and Ethical Development, USU-217.

### USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS

The use of buildings, facilities or grounds by campus and off-campus groups and individuals is contingent upon the agreement of the officers of the group or individual to assume the responsibility for observing university policies regarding meetings, activities and programs. (See CSULBCampus REGS, REG IX, Section A.)

### AUTHORITY AND EXCEPTIONS

These regulations are issued by the vice president for student affairs under the authority of the campus president.

The administration for these Campus Publicity and Posting Regulations is provided by the director of Student Life & Development, USU-215. Exceptions may be requested via the Program and Regulation Clearance process available to students from SLD, USU-215, or available to faculty/staff from the USU Conference and Events Center, USU-221.

### RESOURCE S

1. 7th Street Marquee (electronic marquee): Contact Event Services <http://www.csulb.edu/divisions/urad/papubs/marquee>
2. ASI Communications (flyers, posters, banners, other promotional materials): USU-235 [www.csulb.edu/asi](http://www.csulb.edu/asi)
3. Campus Copy Center (copying flyers, posters): located inside the Bookstore [www.csulb.edu/bookstore](http://www.csulb.edu/bookstore)
4. Daily Forty-Niner (newspaper): Contact the editor, SS/PA 004 [www.daily49er.com](http://www.daily49er.com)
5. Inside CSULB (faculty/staff newsletter): Contact University Publications, FO5-200 [www.csulb.edu/insidecsulb](http://www.csulb.edu/insidecsulb)
6. K-Beach (KBCH campus radio): USU-100, [www.kbeach.org](http://www.kbeach.org)
7. KKJZ (FM 88.1): Faculty Office (F0-1), [www.jazzandblues.org](http://www.jazzandblues.org)
8. Long Beach Union (newspaper): USU-239, <http://lbunion.com>
9. Residence Halls (for approval of information tables in the dining hall and approval of flyers to be posted):

For additional information regarding campus publicity and posting policies

#### CONTACT

Office of Student Life and Development  
University Student Union, Room 215

USU Conference and Events Center  
University Student Union, Room 221

Division of Student Affairs  
California State University, Long Beach  
1250 Bellflower Blvd., Long Beach, CA 90840

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california state university,  
long beach



# CAMPUS PUBLICITY and POSTING REGULATIONS

OFFICE OF THE DEAN OF STUDENTS  
DIVISION OF STUDENT AFFAIRS

[www.csulb.edu/regs](http://www.csulb.edu/regs)

## PRIMARY OBJECTIVE

The objective of these regulations is to provide an orderly, clean and safe university environment. Cooperation is needed to help maintain a campus that is attractive and pleasant for students and visitors and will also provide effective publicity for campus events.

Organizations currently registered with the Office of Student Life and Development (SLD), in USU-215, and committees and individual students, faculty or staff members are allowed to publicize on-campus events, in compliance with university regulations. Off-campus groups may not publicize on campus without prior approval.

## RELEASE OF PUBLICITY

SLD or the Dean of Students' Office must give final approval for student organization events prior to release of any publicity.

## IDENTIFICATION OF PUBLICITY

All publicity must state the sponsoring organization, name of program and date, time, location and contact information for the event. Any materials not so identified may be removed.

- Publicity written in any language other than English must also contain an English translation.
- Only events approved by the university may include the name of the university in publicity.
- Commercial posting is not permitted on campus.

## TIME LIMITS

Material may be posted no more than seven school days prior to the event and must be removed no later than three days following the event. However, materials for major programs, excluding banners, may be posted no

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