

August 27, 2024

School of Public Health

Policy on Posting

According to the University's policy on the [Use of Facilities and Outdoor Spaces](#), the definition of posting is: *"the placement of announcements, statements, posters, signs, flyers, or other written materials on designated bulletin boards, kiosks, or other approved surfaces within campus indoor and outdoor spaces, intended for public viewing."* [Appendix A.VIII of Policy VI-4.10\(A\)](#) of the Interim Use of Facilities and Outdoor Spaces policy outlines the new provisions related to posting, which is now part of the University's broader space use policy.

The School of Public Health maintains a Posting Policy in line with the University's policies, above. Details specific to our building are as follows, and enforcement of this policy is overseen by the Office of the Dean, Assistant Director of Projects.

1. Designated Public Posting Spaces

The SPH building has three designated public posting spaces which may be used by *enrolled students, representatives of registered student groups, faculty, staff, and University departments for non-commercial use only*. These bulletin boards are located:

- second floor, inside the exterior doors leading to our General Purpose Classrooms
- first floor, outside of SPH 1312 (lecture hall)
- ground floor, between the large seating area with sofas and conference tables and the first wing stairwell

To allow for transparency of ownership, all posting materials must include the name(s) of the sponsoring group, date and time of the event, location, and title of the event/program, and contact information for the sponsoring department or group. Posting materials that do not include this information will be removed. Postings must be attached to public area bulletin boards using non-damaging materials only (staples, pushpins or thumbtacks). Use of nails, tape, or other forms of adhesives is prohibited.

These designated bulletin boards are labeled as "public posting spaces" in the upper left corner of each board, with a brief policy excerpt.

2. Specific Use Bulletin Boards

All other bulletin boards in the SPH building public areas are designated for "Specific Use" and are maintained by individual units for departmental announcements and their programmatic material only. These "Specific Use" bulletin boards are labeled as such in the upper left corner of each board, with a brief policy excerpt.

3. Posting in all other spaces

Posting in all other public/common areas in and around the SPH building is prohibited. This includes (but is not limited to) bathroom stalls, doors, windows, white boards and glass marker boards, walls, handrails, columns, Testudo statue, vending machines, etc. **Exceptions to this include:**

- Private office doors. Occupants of private offices that open onto public corridors may manage postings on their own doors as they see fit, as long as the content and physical application of such postings comply with University-wide posting policies.
- Unit/Departmental Spaces. Individual units may provide additional public posting spaces INSIDE of Unit-managed office suites. These spaces are to be managed by the Unit according to University posting policies in terms of content and physical application.
- Temporary signage placed inside of SPH-branded sign holders and displayed on mobile easels (such as those used for wayfinding and schedule clarification during events in progress).

4. Regular Removal of Postings

Designated Public Posting bulletin boards will be cleared by the SPH facilities team on or around the first Monday of every month. All items will be removed, with the exception of postings related to specific/finite events which have not yet occurred (accordingly, all postings must include a date and time of an advertised event).

5. Removal of Prohibited Postings

Postings outside of designated Public Posting bulletin boards are prohibited and will be removed immediately and without regard to content. This removal may be completed by UMD Facilities Management/Housekeeping staff; by the SPH facilities team; or by any community member who is able to remove the posting without damaging the surface to which it is applied.

6. Reporting of Inappropriate Postings

To hold individuals or groups accountable for inappropriate postings or damage, the SPH Office of the Dean may document inappropriate postings by taking photographs of the postings and noting the group responsible. The University and its agents reserve the right to bill individuals, departments, and/or sponsoring groups/organizations for the costs of removal of materials posted in violation of this policy and of the repair of any associated damages.

7. Use and Removal of Lawn Signs

The use of lawn signs is limited. Lawn signs must identify the sponsoring department or student organization and must be removed promptly after each event by the sponsoring organization. All lawn signs placed in the planting beds surrounding the SPH building must be pre-approved by the Office of the Dean, Assistant Director of Projects (Jennifer Reed). Approval will be contingent upon proper identification of the sponsoring group on the signs themselves, installation locations, and an agreed-upon removal plan. Any lawn signs placed without prior approval of the Office of the Dean, Assistant Director of Projects will be removed and disposed of.

The University and its agents reserve the right to remove lawn signs or similar materials in situations that present obstructions to egress and ingress or prevent grounds crews from maintaining the campus' facilities. Please note that lawn signs located adjacent to the University's residence halls are prohibited unless approved, in advance, by the Department of Resident Life. The buildings immediately adjacent to the SPH building on Valley Drive are residence halls.