

Publicity Regulations

A. GENERAL PROVISIONS

The posting, distributing, or disseminating of printed materials (e.g., flyers, posters, table tents, banners, and handbills) that advertise, publicize, or otherwise provide notice of activities, events, or information, are subject to the following regulations:

1. The University encourages a balanced approach in all communications and the inclusion of contrary points of view. Expression that is indecent, grossly obscene, or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual orientation is inappropriate in a university community, and the University will act as it deems appropriate to educate students violating this principle. Although freedom of expression is subject to reasonable restrictions on time, place, and manner, such restrictions shall be applied without discrimination toward the content of the views being expressed. The use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.
2. The Director of Student Leadership and Engagement or designee grants permission to individual students and registered student organizations of the University to post, distribute, or disseminate printed materials on campus in accordance with the Institutional Policy on Freedom of Expression. Printed materials should be left with the Associated Students Graphics Center (University Center 100) for approval and posting. Posting in Residence Halls is also subject to the "Posting and Mailing Policy" located in the Residence Life Information and Regulations section of the Fogcutter Student Handbook.
3. The location, time, and length of posting as well as limitations on number and size of announcements accepted will be determined by the ASUSF Graphics Center, adhering to the University's Policy on Posting of Information and the ASUSF Graphics Center Posting Guidelines for Campus Publicity Notices.
3. No individual student or registered student organization may submit announcements for approval on behalf of an outside entity (i.e. individual, company, organization).
4. All printed materials that are posted, distributed, or disseminated by individual students or by registered student organizations shall bear on their face the following: "The views presented herein do not necessarily reflect the position of the University of San Francisco."
5. Announcements that are in violation of the Institutional Policy on Freedom of Expression, are libelous in nature, or include profanity will not be accepted for posting.
6. Announcements that advertise or imply alcohol-related events will not be accepted for posting.
7. All printed materials written in a language other than English must be accompanied by an English translation.
8. All printed materials shall indicate the name of the sponsoring individual or registered student organization, contact information, the name of the event/activity, date, time, and location.
9. Except as permitted herein, no printed material may be placed on or against, attached to, or written on any structure or natural feature of the campus such as, but not limited to, walls or doors of buildings/rooms, windows, building or directional signs, the surface of walkways or roads, fountains, posts, waste receptacles, trees, classroom blackboards, the backs of classroom seating or any other surface.
10. No individual student or registered student organization may leave flyers, announcements, or printed literature of any kind unattended on campus grounds or inside any campus building, nor otherwise affix or insert such materials into campus lawns or grounds.
11. No individual or group may use "chalking" as a form of advertising or promotion. In fact, chalking is not permissible under any circumstances.
12. The use of the name, logo, or initials of the University of San Francisco with any aspect of a registered student organization's name or promotion or sponsorship of activities is restricted for use by those student groups whose stated purpose does not contradict the University's mission or its Catholic, Jesuit character; sponsored or cosponsored activities are not inconsistent with the

acceptable conduct at an American university committed to the Roman Catholic moral tradition; and stated purpose or activities do not foster hatred or intolerance of others because of their race, nationality, gender, religion, or sexual orientation.

13. The use of the name, logo, tagline, and other approved graphic marks of the University of San Francisco must adhere to the USF Graphics Standards Guide set forth by the Office of Publications.
14. The name, logo, or initials of the University may not be used in association with any aspect of an off-campus activity sponsored by a registered student organization unless the Director of Student Leadership and Engagement has granted written permission in advance. A registered student organization that sponsors an activity off campus must state on its promotional materials: "This activity is NOT sponsored by the University of San Francisco."

B. POSTING AREAS

1. University bulletin boards:
 - a. All non-departmental bulletin boards are for use by registered student organizations, individual members of the University community, and by University departments for the posting of University departmental information, academic information, student services, and events/activities.
 - b. The Associated Students Graphics Center is responsible for posting all announcements on general University bulletin boards and other designated posting areas, and such announcements will include the official stamp of approval.
 - c. Departmental bulletin boards, typically located outside of administrative or academic department offices, are maintained by the respective departments. Permission for posting at these locations must be obtained from the department head or his or her designee. (Note: This permission is in addition to the permission required from the Director of Student Leadership and Engagement.)
2. Residence halls: The Graphics Center will deliver flyers to the Office of Residence Life where a designee will determine whether they will be permitted to be posted within the residence halls. Please see "Posting and Mailing Policy" section under "Residence Life Information and Regulations."
3. Locations for banners: The assignment of space for banners and posting of banners is coordinated by the ASUSF Graphics Center.

C. ACCESS TO PUBLICITY ANNOUNCEMENTS IN THE STUDENT MEDIA

Individual students and registered student organizations shall be granted equal access to publicity announcements in student media, subject to the official publicity regulations of those media.

D. SANCTIONS

1. Any on- and off-campus individuals or groups who violate the University's Publicity Regulations or the Office of Residence Life's (ORL) Posting Policy are subject to the sanctions listed below.
2. A strike is defined as any violation to the University's Publicity Regulations, as regulated by Student Leadership and Engagement (SLE), or Office of Residence Life's (ORL) Posting Policy, as regulated by ORL.
3. A strike will be given to any individual or student organization found to have violated any or all of the aforementioned policies. Students or registered student organizations will be informed of the violation and asked to meet with the Director of Student Leadership and Engagement or his or her designee.
 - a. First Strike: This first strike limits the individual's or the organization's posting privileges through the ASUSF Graphics Center for one month. During this time, the individual or student organization is prohibited from posting on campus, including, but

not limited to, the distribution of handbills on bulletin boards and in residence halls. The student organization's adviser will also receive notification of this strike.

- b. Second Strike: The individual or student organization will lose its privilege of free ASUSF Graphics Center services including, but not limited to, design and posting services for the remainder of the semester. In addition, the student organization will lose its eligibility from Club Funding for the remainder of the semester during which the violations took place.
 - c. Third Strike: The individual or student organization will lose its registered status for the remainder of the school year and the rights and privileges afforded to such status. In addition, the student organization, should it choose to reregister for the following year, will be placed on a probation period subject to terms and conditions set by the Director of Student Leadership and Engagement. (For more information, please refer to the Institutional Policy on Freedom of Expression and the Procedures for Registration of Student Groups as found in the Fogcutter Student Handbook.)
4. Strikes given to an individual or student organization by SLE and/or ORL shall concurrently count against an individual or student organization.
 5. Disputes, challenges, and exceptions to the above policy violation sanctions will be mediated between the Director of Student Leadership and Engagement and the individual or representative(s) from the student organization(s).