

## University Centers' Posting Policy

*Approved by the University Centers Advisory Board (UCAB) October 2023*

### Purpose

As a student-centered organization, University Centers supports the UC San Diego community with quality facilities, services, and programs that foster and enrich the campus experience and student learning. —*adopted by the University Centers Advisory Board, May 16, 2011; reaffirmed 2018, 2021*

The University Centers Posting Policy applies to the student union facilities and grounds of Price Center and Student Center at UC San Diego. This policy is intended to support student organizations and campus departments as they promote events, activities and programs that encourage community, involvement, diversity, exchange of ideas and opinions, and to strengthen students' connection and affiliation with UC San Diego.

All [UC San Diego policies related to posting](#), must be followed when posting in University Centers facilities and grounds. The University Centers Posting Policy provides guidance for additional requirements in the Price Center and Student Center.

### Approved Posting Activities

#### Flyers & Posters

- Only one flier or poster, per event, may be attached to each of the posting boards in the Atrium Food Court, Theater Lobby, and posting boards on levels 2, 3 and 4 in Price Center East and level 3 in Price Center West.
- Flyers and Posters may not exceed 11 x 17 inches.
- Do not place your poster over other posters
- Only post in approved posting locations.
- Do not remove posters other than your own organization
- Use blue painters tape only to affix posters.

### Posting Locations

May be taped to unpainted, vertical, concrete surfaces using blue painters tape only (no duct tape please), or attached to posting boards in the Atrium Food Court, Theater Lobby, or the Level 2,3, and 4 posting boards in the Price Center East, and Level 2, 3 or 4 and Level 3 of Price Center West.

## Interior

Posting allowed on designated posting boards in Plaza Food Court, Atrium Food Court, Theater Lobby, Levels 2, 3, and 4 of Price Center East and Level 3 of Price Center West.

## Exterior

May post on any vertical concrete surfaces *with the following exceptions*.

- **Bookstore:** Within 12' of the UC San Diego Bookstore or Sunshine Store exterior walls
- **Landscaping:** Ground, trees, grass (no staked flyers or banners), or planters
- **Building Surfaces:** Jerusalem limestone (beige) walls, glass, stucco, or painted surfaces
- **Fixtures:** Lights, drinking fountains, surfaces adjacent to water fountains, awnings, or stairway railings
- **Furniture:** Tables, chairs, trash cans, or recycling bins

## Digital Posting

There are several marketing opportunities that University Centers provides to registered student organizations and campus departments. Events need to be student-focused, free and open to all students.

### 1. Price Center Marquee

Located in Price Center Plaza, the 40' marquee can't be missed as it lights up the plaza with your organizations event information. Submission information can be found [here](#).

### 2. Price Center Video Screens

Multiple large video screen are located throughout the Price Center dining areas. Another high-traffic area, great for advertising your student event. Submission information can be found [here](#).

### 3. Student Event Calendar

Events will appear on the University Center Student Events Calendar located on the University Centers [homepage](#). Submit your event [here](#).

## Banners

### Price Center Plaza

- May be attached with string, rope, or plastic zip ties (no tape) from all Level 2 and 3 railings facing the Plaza except in front of the UC San Diego Bookstore.
  - The UC San Diego Bookstore is not a department of University Centers and they manage their own exterior storefronts.
  - They do not permit banners or flyers to be posted within 12' of their exterior walls without their permission.

- Banners must be associated with a campus event, open to all students, contain at least one upcoming date, and identify the name of the sponsoring organization on it.
- Banners must not be weighted with heavy objects (i.e., rolled newspaper, aluminum cans, etc.).
- Banner space in Price Center Plaza is on a first come, first served basis.
- Banners may hang for no more than 2 weeks.
- Only one (1) banner per event or organization may be hung in Price Center Plaza during any given time period.
- Banners 20' in length (6' height max.) or over, need special permission to be hung in the Price Center Atrium. Contact [ucen@ucsd.edu](mailto:ucen@ucsd.edu) for more information.

#### **Price Center Atrium**

- Banners may be attached with string, rope or zip ties (no tape) on the Level 2 railing along the east railing (same side as Cross Cultural Center) and south railing (same side as The Loft).
- Banners may hang no lower than the railing metal mesh, which is 6' high.
- Banners may hang for no more than 2 weeks.
- Banners must be associated with a campus event that is open to all students, contain at least one upcoming date, and identify the name of the sponsoring student organization on it.
- Only one (1) banner per event or organization may be hung in the Price Center Atrium during any given time period.
- Banner space in the Price Center Atrium is on a first come, first served basis.

#### **Removal of Flyers/Posters & Banners**

- All flyers and posters displayed inside or around the Price Center (including the ATM machines) are removed every Sunday by the University Centers Custodial Services team.
- Flyers and banners posted in unauthorized areas, posted improperly, or which are hung in a manner that presents a potential safety hazard will be removed.
- Sponsoring organizations should remove all flyers and banners within 48 hours after the associated event, in accordance with UC San Diego Posting Policies (see below).
- After 2 weeks banners need to be removed by your organization. If the banner is not removed it will be removed by University Centers and recycled.
- University Centers is not responsible for maintaining or securing fliers, posters or banners.

## **Chalking**

From [UC San Diego Policy 510 - Use of University Properties](#)

- Chalking is permitted only on sidewalks of the university grounds that are exposed to weather elements and not covered by a roof or overhang.
- The material used to mark sidewalks must be water soluble stick chalk.
- The use of markers, paints, oil-based products, sprayable chalk, or other types of markers or liquids is prohibited.
- Chalking is prohibited on other surfaces, including roadways, buildings, steps, seating, walls, benches, tables, signs, poles, columns, trash receptacles, trees, and other surfaces, structures and fixtures.
- The university has no responsibility to preserve or remove chalked messages from sidewalks.
- Environmentally sound clean-up is encouraged.

## **Balloons**

- Balloons of any kind are not allowed in Price Center Atrium. Smoke sensors along the ceiling of the atrium may be activated if a stray balloon passes by, causing a false fire alarm.

**Questions? Please email [ucen@ucsd.edu](mailto:ucen@ucsd.edu)**

Please refer to the [UC San Diego Campus-wide Posting Policies](#)UCSD Posting Policies below for additional information.

**[UCSD Campus-wide Posting Policies](#)**