



WSU Policies and Procedures

11.10 / Poster/Flyer Policy for University Grounds and Facilities

Effective: July 1, 1997 | Last Revised: June 11, 2025

I. Initiating Authority

A. The Division of Student Affairs and Division of Administration, Finance and Operations serve as the initiating authority for this policy.

II. Purpose

A. This policy sets forth the conditions under which posting materials and sidewalk chalking is permissible on University Premises.

III. Policy

A. General Rule

Members of the University Community may publicize their events or causes through Postings in Designated Areas on campus as set forth in this Policy.

B. General Posting Requirements and Restrictions

1. Posting Requirements

Postings must adhere to the following requirements:

- a. Postings must be placed on Designated Areas; and
- b. Postings must identify the person, organization, or department placing or displaying the Posting; and
- c. Postings must be dated with the date that the Posting is first displayed, or dated with the date of the applicable event that required the Posting; and
- d. Postings by Third Parties shall be subject to any approvals, rules, regulations or limitations contained in the relevant event agreement, use agreement, or lease.
- e. Postings related to student elections must follow Student Government Association election policies regarding the placement and number of publicity items allowed and when campaigning may begin.

2. Posting Restrictions

The following posting restrictions apply:

- a. Postings shall not violate applicable laws or policies regulating or related to unprotected speech; and
- b. Postings shall not be posted in a manner that causes damage to University Facilities; and
- c. Postings shall not be placed on exterior surfaces of Buildings, including but not limited to, fencing, sidewalks, utility lights, trees, automobiles or other vehicles, sculptures or other outdoor artwork, entry, directional information, traffic signs, pillars, and other similar surfaces, except as authorized by this policy; and
- d. Postings shall not be attached to any surfaces other than Designated Areas; and
- e. Postings shall not be displayed under a pseudonym or include unclear or ambiguous identifying information about the group or person responsible for such Postings; and
- f. Individuals may not post two or more of the same Postings on the same bulletin board; and
- g. Postings that include event advertising may not include any suggestion of the availability of alcohol.

3.

University-Sponsored Postings

University-Sponsored Postings are not subject to the time limitations outlined by Sections 2(f) and 2(g) of this Policy. University-Sponsored Postings include, but are not limited to Postings posted by the University's Care Team, the Office of Human Resources, the University's Supplemental Instruction Program, the University's Shocker Support Locker Program, the University's student newspaper, called the Sunflower, and the Ulrich Museum of Art.

4.

Non-University Postings

Non-University Postings are permitted when relating to an event held on campus, a University-hosted event, or advertisements for the sale of products or services. Non-University Postings must adhere to all the rules described in this policy. Unauthorized Materials are subject to removal. Non-University Postings are permitted only on the following: (1) Public Use Bulletin Boards; and (2) Outdoor Kiosks. Bus stop kiosks are limited to information on bus schedules and location.

5.

Removal

- a. Except as otherwise approved by this Policy, Postings must be removed by the posting department, entity or organization no later than three (3) calendar days after the date of the event that required the Posting.
- b. Regardless of any event date, Postings shall not be displayed for more than fourteen (14) calendar days.
- c. Postings may be displayed for longer periods of time as approved by the President, a Vice President, Director of Athletics, or their designee.
- d. Postings may be removed by the President, a Vice President, Director of Athletics, Office of the General Counsel, Strategic Communications, Facilities Services and Facilities Planning, University Police Department, Rhatigan Student Center Events Services Office, University Event and Meeting Services, Student Engagement and Belonging, or any designee of the aforementioned individuals or departments, if in violation of this policy, the law, or it is determined by the University that the Postings would discolor, damage or permanently adhere to any surface on campus.
- e. Consequences for violations of this policy can include, but are not limited to, the prohibition of the organization or individual from placing or displaying future Postings, removal of the Posting, or further consequences pursuant to applicable University or RSO policies.
- f. The organization or individual placing or displaying a Posting that damages University property may be charged for the cost of any repairs or clean-up, as assessed by the Facilities Department or other impacted departments.

C.

Additional Requirements and Restrictions for Postings by Category

1.

Posters

- a. Posters must be posted on Bulletin Boards and Outdoor Kiosks to prevent littering and administrative costs associated with maintenance, upkeep, and campus beautification goals. Visit the informational map displaying approved [Posting locations for Posters](https://map.concept3d.com/?id=1128#ce/77585?ct/77585,0,0?s/) .
- b. Directional and University Informational Postings may be posted by University personnel on classroom doors or office doors, except that every effort shall be made to utilize materials that minimize damage to such doors or finishes, such as installing reusable acrylic covers;
- c. Posters related to student election campaign materials may be posted on Bulletin Boards but must follow Student Government Association election policies.

2.

Banners

- a. Except for authorized construction signage, Banners may only be hung by the University Community and where authorized by the Director of Rhatigan Student Center, the Director of University Events and Meeting Services, or the Director of Athletics, or their designees-if the requested location is an Athletic Facility.
- b. Banners may not be attached to any University Facility except with the approval of the President or a Vice President, or their designee, and such installation otherwise meets all requirements and restrictions set forth in this policy.
- c. Banners may not be hung over windows and doors, or on woodwork. Banners may be restricted to certain locations depending on the evaluation of safety and harm to Buildings and installations.
- d. Except as otherwise approved by this Policy, Banners must be removed no later than one week after the Banner is posted.

3.

Yard Signs

- a. Yard Signs may be used for Directional and University Informational purposes, as well as student election campaign materials associated with student elections.
- b. Yard Signs must be sponsored by a University department, Recognized Student Organization, or be otherwise approved by the Director of the Rhatigan Student Center, the Director of University Events and Meeting Services, or Athletics if the requested location is included in Athletic Facilities.
- c. Yard Signs must be placed carefully so as not to damage University Facilities.
- d. Yard Signs should be placed in areas that will not impede or potentially damage lawnmowing equipment, such as flower beds, rock gardens, mulched areas and areas that do not require mowing or other regular equipment maintenance.
- e. Yard Signs may be removed or moved if the Yard Sign is deemed as a potential obstruction, hazard or potentially damaging to University Facilities.

4.

Flyers

- a. Flyers may be distributed by hand directly to individuals or by posting on Bulletin Boards.
- b. Distribution of Flyers must not disrupt foot traffic or block any Facility entrances.
- c. The distribution of Flyers shall be prohibited in areas devoted primarily to instruction and study or at the immediate sites and times of enclosed public events, except where the Flyer is an approved material distributed by the host as part of said instruction, study or enclosed public event.

5.

Chalking

- a. Chalking is only permitted by members of the University Community on paved, uncovered campus sidewalks where rain or natural elements will wash it off.
- b. Chalking is prohibited on all other surfaces, including, without limitation, University Facilities, sculptures, light posts, and signs.
- c. Only water-soluble, dry-stick sidewalk chalk is permitted.
- d. Aerosol spray chalk, paint, and all other products that do not wash away in the rain are prohibited.
- e. Commercial chalking is prohibited.
- f. All chalking is subject to routine removal in the interest of cleanliness.
- g. Chalking may not violate the law.

IV.

Definitions

A. For the purpose of this policy only, the following definitions shall apply:

1. **Athletics Facilities:** Athletics Facilities refers to University buildings or structures under the management or control of University Athletics, including, but not limited to, Aetna Multi-Purpose Center, Bombardier Learjet Indoor Practice Facility, Student-Athlete Center, Cessna Stadium, Charles Koch Arena, Coleman Tennis Complex, Eck Stadium, and Wilkins Stadium.

2. **Banner:** A type of Posting that displays images or text imprinted on any medium, including a flexible fabric or plastic material, which is larger than a Poster. Banners are typically intended to be temporarily affixed to a pole, post, building or other structure using cables, ropes, or hardware, and may be suitable to be stored away and reused on other occasions.
3. **Buildings:** Any building owned, leased, or operated by the University that serves or will serve the University's teaching, research, mission, operations and activities; or athletic operations and activities.
4. **Bulletin Boards:** Classroom Bulletin Boards, Department Bulletin Boards, and Public Use Bulletin Boards.
5. **Classroom Bulletin Boards:** Classroom Bulletin Boards are located within classrooms, and their use is restricted to instructional information, as defined by the instructors who use that classroom, including but not limited to, course syllabi, assignments, information about lectures or events related to the course, or other relevant course materials posted by the instructors. These boards may not be used by Non-University Organizations, and Unauthorized Materials may be removed immediately.
6. **Department Bulletin Boards:** Department Bulletin Boards are assigned to specific University departments. These Bulletin Boards are often located near the physical office of the department to which the bulletin board is assigned. Use of Department Bulletin Boards is restricted to the assigned department for uses, including but not limited to, notices about classes, departmental meetings, scholarship, study, employment opportunities, lectures, exhibits or performances. Department Bulletin Boards may not be used by other groups or individuals for other purposes.
7. **Designated Areas:** Designated Areas are limited to designated interior surfaces of Buildings as approved by the President, a Vice President, Director of Athletics, Director of Facilities Services, or Director of Facilities Planning; Classroom Bulletin Boards; Department Bulletin Boards; Public Use Bulletin Boards; and Outdoor Kiosks.
8. **Directional and University Informational Postings:** Directional and University Informational Postings refer to office or classroom hours, fire exits, class or student locations.
9. **Flyer:** A type of Posting that includes a printed advertisement, announcement, circular, handout, or brochure that is primarily intended to be handed directly to a person or left in a stack for people to pick up. A typical Flyer is an advertisement for an event, product, or service. If a Flyer is affixed to something, it becomes a Poster.
10. **Non-University Organizations:** Organizations or individuals that are not affiliated with Wichita State University.
11. **Non-University Postings:** Postings that do not meet the definition of University Postings and are produced by individuals or organizations unaffiliated with the University.
12. **Outdoor Kiosks:** Outdoor information areas constructed of concrete.
13. **Poster:** A type of Posting that displays images or text on any medium, typically a light physical medium such as paper, poster board, or adhesive backed stickers, which is sized 22" x 22" or smaller. Posters include all types of Flyers and Posters. Most Posters are intended for placement on an interior surface and temporarily affixed. Posters are meant for temporary Postings of a few days or weeks.
14. **Postings:** Printed, drawn, or projected media intended to publicize an event, exhibit, activity, organization, and/or viewpoint in the form of a Poster, Flyer, Banner, student election campaign material, announcements, Yard Sign, handbill, sign, chalking, or other similar material, temporary or permanent, except that this definition does not include Directional and University Informational Postings.
15. **Public Use Bulletin Boards:** Public Use Bulletin Boards are those Bulletin Boards located within Buildings that are designated to be available for use by the entire University Community, though they may be limited to use by only students. These boards can be used to post information on any non-commercial topic, including but not limited to campus events, student groups, job opportunities, current events and news, political causes, opinions etc.
16. **Recognized Student Group (RSO):** A group of University students which is recognized by, sponsored by, or affiliated with the University's Student Government Association and/or a University department, in accordance with University policy and procedures.
17. **Third Party:** An occupant of space in or on University Facilities through an event agreement, rental agreement, use agreement, or lease.
18. **Unauthorized Materials:** Unauthorized Materials are materials that violate this policy including chalking and Postings, or other materials, which violate applicable laws or policies regulating or related to unprotected speech, including but not limited to, true threats, incitement to imminent violence, fighting words, and unlawful targeted harassment.
19. **University:** Wichita State University, and University Controlled Affiliated Organizations (e.g., Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., and WSIA Investments Corporation) and Non-Controlled Affiliate Organizations (e.g., Wichita State University Foundation and Alumni Engagement).
20. **University Community:** Students, administrators, faculty and staff of the University; and guests invited to the University by the University's students, administrators, faculty, or staff; and Third Parties.

21. **University Facilities:** A Building, utility, utility plant, or other structure, owned, leased, or in some other way occupied, serviced or controlled by the University.

22. **University Premises:** University Premises includes University owned land, Buildings, University Facilities, and vehicles; Buildings and land leased by the University from an affiliated corporation or a third party; and any other property controlled by the University that is set forth by agreement that the University may restrict access.

23. **University Sponsored Postings:** Postings that are prepared by or on behalf of a Wichita State University department, official, or Student Registered Organization. University Sponsored Postings include the name or identity of such department, official or Self-Regulatory Official (which may include the authorized use of an WSU logo).

24. **Yard Sign:** A temporary sign printed on cardboard, plastic, metal or paper, affixed to metal, plastic, or wood stakes and inserted by hand into the ground.

V.

Applicable Laws And Additional Resources

A. **KBOR Statement on Free Expression** (https://kansasregents.org/resources/PDF/Students/Boards_Statement_on_Free_Expression_031721.pdf)

B. **Kansas Board of Regents Policy Manual, Ch.II.E.16 Use of Campus Grounds and Facilities** (https://www.kansasregents.gov/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2/chapter_ii_full_text#use)

C. **WSU Policy: 3.17 / Political and Lobbying Activities by Employees** (/about/policy/ch_03/ch3_17.php)

D. **WSU Policy: 11.12 / Use of University Campus for First Amendment Activities** (/about/policy/ch_11/ch11_12.php)

E. **WSU Policy: 11.22 / Political Activities and Campus Facilities** (/about/policy/ch_11/ch11_22.php)

VI.

Revision Dates

A. May 20, 2015

B. June 11, 2025