

DIVISION OF STUDENT SUCCESS / STUDENT INVOLVEMENT AND ENGAGEMENT

LITERATURE, INFORMATIONAL BOOTHS, AND BANNERS

Overview

The information on this page is related to the policy and procedures related to distributing literature, hosting informational booths, and hanging banners on the San Marcos and Round Rock campuses.

Freedom of Expression

Texas State University is committed to upholding the First Amendment of the United States Constitution and respects individuals' rights to express their views through all forms of legally protected speech, press, religion, petition, and assembly.

Visit: [Freedom of Expression at Texas State University](#)

Contact

Operations & Assessment
Student Involvement & Engagement

campusaccess@txstate.edu

[\(512\) 245-3219](tel:(512)245-3219)

LBJ Student Center, Suite 425

Persons wishing to distribute literature, host informational booths, and hang banners at Texas State must register these activities with SI&E.

Posting shall be consistent with established policies and procedures of the University and with local, state, and/or federal laws.

For a details regarding allowable and unallowable media on literature, distributed at informational booths, and included on banners, visit: [UPPS 07.04.01 - Expressive Activities Policy](#)

Commercial Speech

Commercial Speech is speech or writing on behalf of a business with the intent of earning revenue or a profit.

Visit: [Solicitation on University Property](#).

Employment Opportunities and Activities

All postings and activities related to employment opportunities are managed through Career Services or Human Resource.

Visit: [Career Services](#).

Visit: [Human Resources](#).

Literature

1. Full and visible name of the registered student organization or university department.
2. Date, time, and location of the event, program, service, and/or engagement.
3. Contact information including email address and/or phone number.
4. ADA Statement - Required for university departments and recommended for registered student organizations. Example:
 - a. *“If you require accommodations due to a disability in order to participate, please contact (sponsoring event phone number) at least 72 hours in advance of the event.”*

For more information regarding ADA Statement, visit: [TXST Brand Guidelines](#). See section on *Accommodations*.

Required elements must be fully present and visible on front of posting.

Locations for Posted Literature

Bulletins & Kiosks

Texas State maintains public bulletin boards and kiosks designated for posting literature. Each administrative unit maintains the location of each such bulletin board and kiosk in their respective building.

The bulletin boards and kiosks designated for posting literature are designed as limited public forums for use by Texas State students, faculty, and staff.

1. A person may post only one item of literature on each bulletin board.
2. A person may not place literature in a manner that obstructs other items previously posted.

Posting in residence halls must be reviewed by the director of the Department of Housing and Residential Life (DHRL), or

Locations where literature can NOT be posted, regardless of reviewed status:

- automobiles, without the owner's prior consent;
- brick, concrete, or masonry structures (e.g., Alkek Library columns, walls);
- benches;
- bus stops and structures;
- ceiling, doors, elevators, floors, roofs, stairs, stair handrails, stairwells, walls, and windows inside and outside of buildings or structures;
- fences, chains, or support structures;
- fire hydrants or any object within 25 feet of a fire hydrant;
- parking garages and structures;
- permanent signs or another signs that has been properly

- statues, monuments, or similar and/or attached structures;
- solar charging stations;
- trash cans, dumpsters, or recycling bins;
- trees, shrubs, or plants;
- utility poles or traffic light control junction boxes; and
- university grounds including greenspaces, concrete or paved walkways, curbs, sidewalks, or the area between a curb and a sidewalk;
- vending machines

Duration and Length of Time for Posted Literature

Literature may be posted for a period of 10 university days or until the day following the event, whichever comes first.

A date stamp must be received

Size of Reviewed Posted Literature

Printed literature may not exceed 22 x 28 inches in size.

Printed posters on A-Frames may not exceed 36 x 48 inches in size.

Persons may only post printed literature (i.e., paper or other materials) that can be affixed to the bulletin board in a manner in which it can be easily removed.

Removal of Posting

Texas State University may remove any sign not containing a current date stamp.

The person posting literature must remove it when the posting period has expired.

Example of a student organization poster with all the required elements

ORGANIZATION NAME

MEMBER MEETINGS
LBJSC RM 4-1.9 @ 6PM ON
THURSDAYS

Join us for our t-shirt sale on the
Quad on 3/5 from 10am-2pm

CONTACT
ABC123@TXSTATE.EDU



@RSOTXST



RSO @ TXST

An A-Frame Board is a type of portable and physical sign typically used for posting literature, advertising or providing information in public spaces. An A-Frame is also referred to as Sandwich Boards or Curb Sidewalk Frame. The posting of A-Frame Boards must adhere to the policies and procedures for posting literature on university property.

Registered student organizations and university departments may post A-Frames on university property.

An H-Frame sign features a metal stand with two vertical rods connected by horizontal crossbars and with printed literature. H-Frames allow for easy insertion into the ground. The posting of H-Frames Signs must adhere to the policies and procedures for posting literature on university property.

Only university departments allowed to post H-Frames and are required to remove H-Frames upon the end of the promotion of the program, activity, or service. Contact SI&E for more information.

Request a Stamp



ONLINE REQUEST FORM

All requests must be submitted through an online form via Bobcat Organization Hub in order to be reviewed and receive a stamp (digital or in-person).

SI&E will review, electronically add, and return a stamped posting via Bobcat Organization Hub.

IN-PERSON REQUESTS

In-person requests can be made. Upon arrival, the requestor is prompted to submit an online form. Once the request is reviewed, SI&E will physically stamp the posting. SI&E encourages requestors to submit a online form prior to arrival to allow time for review of the posting.

- LBJ Student Center, Suite 425 (4th Floor)

SUBMIT ALL REQUESTS AT LEAST 3 BUSINESS DAYS PRIOR TO THE INTENDED DATE OF POSTING.

SI&E may or may not review and/or stamp literature if request is received prior to three (3) business days. The timeline allows SI&E to review, respond back with corrections/changes, and/or return with stamped literature posting.

ONLINE REQUEST FORM FOR STAMP FOR LITERATURE POSTING

via Bobcat Organization Hub

Stamp - Online Request Form via
Bobcat Organization Hub

Informational Booths

Informational booths are all subject to the time, place, and manner restrictions listed in UPPS No. 07.04.01 - Expressive Activities Policy.

Visit Expressive Activities Policy for a list of ways that persons who distributing media or literature at information booths must not do.

Visit: [UPPS No. 07.04.01 - Expressive Activities Policy](#).

requests. Highly encouraged; not required.

Internal and external groups or persons who seek to schedule or reserve an informational booth in an outdoor space are highly encouraged to submit their request in advance. A request for an outdoor space ensures that adequate accommodations can be made.

COMMERCIAL SPEECH OR SOLICITATION - NOT ALLOWED

Informational booths cannot be used for commercial speech or solicitation.

For more information, visit: [Solicitation on University Property](#).

LOCATIONS

Informational booths are located in Public Forum Locations.

LIMITED PUBLIC FORUM

- Students enrolled at Texas State University
- Employees of Texas State University

TRADITIONAL PUBLIC FORUM

- Individuals not affiliated with Texas State University

For a list and locations of Reservable Outdoor Spaces, visit: [Outdoor Space Reservations](#).

Submit Request for Informational Booth

Mazevo Reservation System - Internal Requests

TXST REGISTERED STUDENT ORGANIZATIONS AND UNIVERSITY DEPARTMENTS

Requests related to outdoor spaces managed by LBJ Student Center - Event Services will be reviewed and processed via Mazevo Reservation System.

SAN MARCOS

- Bobcat Trail
- The Mall
- The Quad

Internal - Information Booth
Request Form via Mazevo

LBJSC Event Services - External Requests

INDIVIDUALS NOT AFFILIATED WITH TXST

Requests from external groups or persons are managed by LBJ Student Center - Event Services.

SAN MARCOS

- Upper Bobcat Trail

External - Information Booth
Request Form via LBJSC Event
Services

Banners - University Departments Only

Banner Size

Banners are larger signs, up to six feet in length and three feet in width.

Special Provisions

Although the policies for literature apply in general to banners, some special provisions also apply. Student Involvement & Engagement consults with Environmental, Health, Safety, Risk and Emergency Management (EHS) regarding temporary structures to ensure the safety of the Texas State University community.

Removal of Banner(s)

Texas State may remove a banner before the reservation expires if it is damaged by weather, becomes a safety hazard, or becomes unreadable.

LBJ Student Center

Reservation required. Contact [LBJSC Event Services](#)

**Academic Services Building (ASB) -
Catwalks**

These areas are non-public forums, are available on a first-come, first-served basis, and require a confirmed reservation request through the department chair for Counseling, Leadership, Adult Education, and School Psychology.

Academic and Administrative Buildings

Departments on campus control the walls inside their buildings and may place banners on these walls. The walls of all campus buildings are non-public forums, subject to the exclusive control of the departments occupying those buildings.

Academic Buildings

Require approval of SI&E and Office of the Provost.

Submit Request for Approval

University departments only.

Request for approval are made via The Bobcat Organization Hub. Requests are due at least 10 business days prior to date when university department is expecting to post.

This allows SI&E time to connect with Facilities and/or the respective academic or administrative department responsible for building or space.

Online Request Form for Hanging Banners

Via Bobcat Organization Hub

**Banner Posting Request Form via
Bobcat Organization Hub**

Policy and Procedures (UPPS)

- [UPPS No. 07.04.01 - Expressive Activities Policy](#)
- [UPPS No. 07.04.03 - Solicitation on Campus](#)
- [UPPS No. 06.02.10 - Elections, Voting, and Civic Engagement On-Campus](#)
- [UPPS 04.05.18 - Food Safety and Sanitation](#)
- [UPPS No. 04.05.10 - Animals on Campus](#)
- [UPPS No. 01.04.08 - Service Animals](#)

- [Freedom of Expression](#)
- [Campus Access](#)
- [ADA Statement for Events](#)
- [Amplified Sound](#)
- [Animals on Campus](#)
- [Distributing Literature, Hosting Informational Booths, and Hanging Banners](#)
- [Electioneering](#)
- [Exhibits and Temporary Structures](#)
- [Events with External Speakers](#)
- [Food & Beverage Safety and Handling](#)
- [Outdoor Space Reservation](#)
- [Solicitation on University Property](#)

/ Division of Student Success / Student Involvement and Engagement / Operations & Assessment / Campus Access / Literature, Informational Booths, and Banners

Student Involvement and Engagement

Physical location:

LBJ Student Center

Suite 425 & 204

Mailing Address:

601 University Drive

San Marcos, Texas 78666

Phone:

(512) 245-3219

Email:

getinvolved@txstate.edu

Office Hours:

Monday - Friday

8:00 AM - 5:00 PM

Site Map



Resources



Student Involvement & Engagement Links

