

# Christopher Newport University

## **Policy: Posting and Distribution of Materials by Non-University Community Members**

### **Policy Number: 7003**

Executive Oversight: Chief Financial Officer/Associate Vice President  
Vice President of Student Affairs/Dean of Students  
Contact Office: Office of Scheduling, Events, and Conferences  
Office of Orientation and Student Involvement  
Frequency of Review: Annually  
Date of Last Review: September 2024

#### **A. PURPOSE**

The buildings and grounds of Christopher Newport University (hereinafter University Facilities) exist for and are dedicated to the post-secondary education of a primarily residential student body. University Facilities exist to support the academic, residential, co- and extra-curricular, and administrative activities necessary to carry out this education mission. Christopher Newport does not offer significant capacity to support activities beyond those that serve this mission.

Christopher Newport is committed to creating an environment that fosters freedom of expression and protected speech while maintaining an atmosphere free of disruption to or interference with the activities and operation of the university. This policy is adopted to establish the conditions upon which the posting and distribution of materials by individuals and organizations not members of the University Community, as that term is defined below, may occur on and within all University Facilities.

#### **B. DEFINITIONS**

**Anchor Organization:** A select number of student organizations that have a substantial relationship with the University because of their role as representatives of CNU or in presenting events that are considered to be an integral part of the institution. A current roster of all designated Anchor Organizations is maintained by the Office of Orientation and Student Involvement.

**Distribution:** Distribution occurs when a person physically offers Fliers or promotional materials to another person who may accept or reject them. Any Distribution of materials must take place by reserving a table through the Office of Scheduling, Events, and Conferences.

**Flag:** Material with distinctive colors or patterns, typically representing a country, organization, or cause. A Flag is subject to this policy no matter how displayed, including but not limited to mounting on a pole, hung from any temporary or permanent structure, or laid flat.

**Flier:** A two-dimensional document, usually but not necessarily printed on paper, which is intended for public Distribution or posting and typically describes an event, issue, or cause. Fliers may be used to advertise/promote events (*Event Fliers*) or may be used to identify information/resources (*Resource Fliers*).

**General Bulletin Board and Information Stand:** Any bulletin board labeled for general use that is controlled by the Office of Scheduling, Events, and Conferences. This also includes the four-sided Information Stands, located in the David Student Union and Freeman Center.

**Major University Event:** University sponsored events organized by the Offices of University Events and/or Student Affairs, including but not limited to graduation, fall festival, admitted freshman day, light the night, lighting of the lawn, inauguration.

**Recognized Student Organization:** All student organizations, not classified as an Anchor Organizations, that have completed all requirements for recognition through the Office of Orientation and Student Involvement.

**Sponsored Bulletin Board:** Any bulletin board controlled by a specific university department or office.

**University Community:** Faculty and staff seeking to promote information for purposes related to their work for the University, currently enrolled students, Anchor Organizations, and Recognized Student Organizations.

**University Facilities:** All buildings and grounds owned, leased, operated, or maintained by Christopher Newport University, wherever located and for whatever purpose used.

## C. POLICY STATEMENT

Christopher Newport University supports programs, activities, and events that bolster its educational mission. The University offers various means by which individuals other than current employees and students can promote programs, activities, events and informational material consistent with its mission. The University prohibits the removal of any promotional material except as set forth under the conditions in this policy.

## **D. PROCEDURES**

With the exception of Major University Events and building operations, no materials may be placed on areas or surfaces not intended for posting, including, but not limited to, vehicles, trees, columns, lampposts, walls, railings, trash receptacles, construction fences, windows, bicycle racks, etc. Non-university members may not chalk anywhere on University grounds.

### **1. Flier Posting**

Posting of a Flier does not need university approval when posted on a General Bulletin Board or information stand, provided any posted Flier otherwise complies with this policy.

Posting on a Sponsored Bulletin Board requires approval from the sponsoring department or office prior to posting.

Non-University Community Members are permitted to post Fliers, in designated areas, that comply with the following provisions:

- a. Fliers may only be posted on General Bulletin Boards and the Information Stands located in the David Student Union.
- b. Fliers may not exceed 14" x 22" in size.
- c. No other materials are permitted to hang or be posted on bulletin boards or information stands except Fliers.
- d. Fliers may only be hung with push pins or tape.
- e. Only one Flier per organization/per event or individual per bulletin board is permitted.
- f. Fliers posted on General Bulletin Boards and Information Stands will be cleared on the 1st and 15th day of each month (or next business day).

### **2. Distribution of Materials**

The Distribution of Fliers, literature, or other informational materials is only permitted in designated areas with a prior table reservation.

- a. Tables may be reserved through the Office of Scheduling, Events, and Conferences on an as available basis.

### **3. Non-Traditional Displays**

All non-traditional displays require advance approval by the Office of Scheduling, Events, and Conferences or the Office of Orientation and Student Involvement.

- a. Lawn signs, Flags, and promotional materials that are staked into the ground are permitted in a space approved through the Office of Scheduling, Events, and Conferences and with approval from the University Grounds Department. With the exception of Major University Events, lawn signs are never permitted on or

surrounding the Great Lawn. This includes grassy areas facing the Great Lawn in front of Forbes, Luter, McMurran, the David Student Union, and Bell Tower. Approved lawn signs must be removed by the reserving party at the conclusion of the event.

- b. Flags may not exceed 4 x 6 feet in size. Flags flown in the Tailgate Zone and which otherwise comply with Policy 1030 – Campus Tailgating do not need approval by the Office of Scheduling, Events, and Conferences or the Office of Orientation and Student Involvement.
- c. A-frames/Sandwich boards/Easels may be placed within designated University Facilities only to provide information or direction related to campus events. Signage must be removed by the reserving party no more than one business day after the scheduled end of the event. A-frames, sandwich boards, or easels may not be used to provide spaces for posting Fliers or other announcements.

#### **4. Removal of Posting or Other Promotional Materials**

Organizations and individuals are responsible for the removal of their posting or display in accordance with this policy. Failure to remove materials may result in loss of posting privileges.

Only staff in the Office of Scheduling, Events, and Conferences or Office of Orientation and Student Involvement may remove a posting or non-traditional display based on a violation of this policy. The university regularly monitors posting areas for non-compliant Fliers and cleans all Fliers from posting areas at the conclusion of each academic semester. The content of any posting, promotional materials, or non-traditional display shall not be a basis for removal; any removal will be based on a violation of the conditions of this policy except that any posting that is not protected by law (including but not limited to true threats, obscenity, copyright, or trademark violation, etc.) may be removed at any time.

Vandalizing or removing information posted or displayed in accordance with this policy is not permitted and is not in agreement with CNU's commitment to free speech or public expression. Any person or organization that violates the conditions established by this policy shall have permission for future postings suspended or revoked. Charges for damages resulting from the improper display or vandalism of a posting may result in fines being assessed.

If an individual believes that a posting violates this policy or other university policy, they should report it to the Office of Scheduling, Events, and Conferences.

#### **E. REFERENCES AND RELATED POLICIES**

[University Policy 7001 - Use of University Facilities by Affiliated Individuals, Affiliated Organizations and Third Parties](#)

**F. APPROVAL AND REVISIONS**

Approved By: Policy Committee, September 30, 2024

**G. NEXT REVIEW DATE: Fall 2025**