

University General Posting Procedures & Guidelines

1. Posting of Flyers Inside Building and Facilities:

Indoor posting is only allowed on general use bulletin boards following the guidelines below.

- Posting size may be no larger than 11"x17".
- A maximum of two identical postings may be placed on any one bulletin board.
- Postings are not allowed in any other locations including, but not limited to classrooms, walls, doors, windows, whiteboards, chalkboards, furniture, artwork, plants, glass, or other surfaces. This also includes placement of flyers, table tents, and other materials on surfaces.
 - Employees may post Postings on their office doors that are related to their work and that are compliant with other university policies.
 - Employees may decorate the inside of their offices with Postings that are compliant with other university policies.
- Only thumbtacks, staples, masking tape or the preferred blue painter's tape may be used for postings. All other adhesives are prohibited and may result in removal/damage fees levied.
- Bulletin boards that are designated for a specific department and/or office are limited to postings approved by that department and/or office.
- No projected Postings are permitted inside buildings and facilities.

2. Posting Outdoors and Grounds:

Postings (except for banners that comply with Policy 1112) are not allowed to be placed on the exteriors of buildings, sidewalks, trees, other plants, walls, fences, benches, artwork, lamp posts, directories, or other structures. Outdoor Postings are allowed only via Lawn Signs and Chalking. No projected Postings are permitted on the outside of buildings or facilities or elsewhere on university property.

a. Lawn Signs- outdoor postings are allowed using standard lawn signs following the guidelines below:

- Must have an "H" style frame made of heavy duty 9-gauge metal that stakes directly into the ground.
- Must not exceed maximum dimension of 18"x24" with a staked height not to exceed 36" measured from top of sign to ground.
- Must be placed in mulched or similar non-grass areas (tree rings excluded). Care must be taken during placement to protect landscaping and irrigation lines.

- Lawn signs must be placed in a way as to not impede landscaping maintenance to include but not limited to grass cutting.
- Lawn signs may not be placed in a manner that overhangs sidewalks, roadways, or other pedestrian/vehicular paths.
- Lawn signs may not be placed within 50 feet of another sign by the same organization/individual.
- Postings shall not be posted in reservable areas (event venues and kiosk locations) except by the event client and only during their reserved times. During an approved space reservation, the event client is allowed to post in the reserved space following the policies, procedures and guidelines attributed to the specific space assigned.
- Posting in areas within 15 feet of Patriot Circle roadway as well as direct connecting roads to Patriot Circle is not allowed. This area is solely reserved and maintained by the Office of University Branding.
- Lawn signs may be posted for a maximum of two weeks and should be removed within one business day after an advertised event/activity.
- It is the responsibility of the lawn sign owner to remove or repair any damaged, outdated, fallen signs.
- George Mason University reserves the right to relocate and remove lawn signs found to be in violation of posting procedures. Violating, damaged, and outdated signs may be disposed of.

b. Sidewalk Chalking- Chalking is allowed on the grounds utilizing the following guidelines below:

- Chalking is only permitted on horizontal sidewalks and pedestrian pathways. All other areas are prohibited including, but not limited to building exteriors, walls, step rises, seating areas, and lamp posts.
- Chalking locations are required to be fully exposed to rain and other weather elements.
- Chalking is not allowed under overhangs, tree canopies, and other structures.
- Chalking is not permitted in reservable areas (e.g., event venues and kiosk locations) at any time.
- Only standard chalk that would wash away in heavy rain can be utilized.
- Sidewalk stencil paint, stickers and all other products/medium are not allowed without written approval from Facilities Management or the Special Campus Area.

3. Posting on Marketing Cubes and Voice Walls:

University Life has installed Marketing Cubes and Voice Walls on multiple campuses. For more information on how to utilize these structures follow the links below:

- Fairfax campus visit <https://si.gmu.edu/rso/#marketing>.
- Science and Technology Campus visit <https://ulscitech.gmu.edu/marketing-cube/>.

4. Special Campus Areas: Per Policy 1109, some areas are designated as Special Campus Areas. Special Campus Areas may establish location-specific posting procedures containing specific time, place, and manner restrictions for Postings within the Special Campus Area. Any such Special Campus Area procedures may not include restrictions on Postings based on content (except for content that is unlawful or otherwise prohibited by law). The individual listed below, or their designee, shall be responsible for establishing any specific posting procedures and reviewing and managing all postings in those areas. Non-Special Campus Areas are maintained by Facilities Management.

| SPECIAL CAMPUS AREAS (defined per policy 1109) | | |
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| Special Campus Area | Responsible Individual | Procedures Found: |
| Student Centers (Johnson Center, The Hub, SUB I), EagleBank Arena and surrounding patios, plazas, and grounds | Director, Student Centers | Student Centers, Vending, Sales and Solicitations Procedures https://studentcenters.gmu.edu/all-advertising/ |
| Residence halls and grounds | Director, Housing & Residential Life | Contact the Associate Director of Housing Facilities, Ron Scott, (rscott19@gmu.edu) for more information and to submit a request. |
| Intercollegiate Athletic facilities, fields, and grounds | Director, Athletics | Contact the Sr Assoc Athletics Director, Capital Planning, Facilities, and Events, Andrew Lieber, (alieber2@gmu.edu) for more information and to submit a request. |
| Campus Recreation facilities, fields, and grounds | Director, Mason Recreation | Mason Recreation Lawn Sign Policy https://recreation.gmu.edu/memberships/policiesandmore/mason-recreation-lawn-sign-policy/ |
| University Libraries | Dean, University Libraries | Contact University Libraries for details |
| Dining Facilities | Director, Auxiliary Services | Contact Auxiliary Services and Operations for details |

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| Parking and Transportation facilities, pathways, and lots | Director, Parking and Transportation | Directional and wayfinding signs for events may be ordered through Parking Services at cost. https://form.jotform.com/222544602900144) Any parking and traffic signs made by others must be approved by Parking Services in advance. |
| Mason Square Campus | Director, Operations, Mason Square | Contact Mason Square for details |
| Science and Technology Campus | Director, Administration and Operations, Science and Technology Campus | Contact the Science and Technology Campus for details |
| Mason Korea Campus | Dean, Mason Korea | Contact the Mason Korea Campus for details |
| Merten Hall Lawn | Assistant Vice President, Events and Operations | Contact University Events |

Special campus areas will follow the General Procedures and Guidelines if no other procedures are referenced in chart above.

5. Postings in violation of this policy or Posting Procedures (general or Special Campus Area) are subject to removal and/or disposal at the discretion of the University or Special Use Area. Charges for the cost of removal of the postings and any associated damage/repairs can also be levied. Denial of approval to post by the posting organization or person for a specified period of time, loss of access to duplicating services, or other facilities use restrictions may also occur.

6. Individuals should not remove or take down Postings, unless they or a group they are associated with posted the Posting. If an individual believes that a Posting violates the Posting Procedures, they should report the Posting to Facilities Administration (using the link provided in #10) or if in a Special Campus Area, the report should be made to the individual responsible for that Special Campus Area. University officials must consult with the Office of University Counsel before removing a Posting because its content is unlawful or otherwise prohibited by law.

7. Request for waivers or exceptions to the Posting Procedures must be made to Facilities Management or if the posting will occur in a Special Campus Area, the individual responsible for the Special Campus Area in which the posting will occur. Any waiver or exception shall be decided on a case-by-case basis and without regard to the content of the speech.

8. Postings that are unlawful or otherwise prohibited by law are not allowed. Such postings include, but are not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, copyright or trademark violation, criminal or civil harassment, sexual harassment, and false advertising.

9. Postings in violation of this policy or Posting Procedures (general or Special Campus Area) are subject to removal and/or disposal of at the discretion of the University or Special Use Area. Charges for the cost of removal of the postings and any associated damage/repairs can also be levied.

10. Postings may be removed by the University two business days after the advertised event has occurred or two weeks and two business days after the material is posted. Special Campus Areas may, as part of their location-specific procedures establish their own schedule for routine removal of Postings. The University will not maintain removed postings and posting may be discarded.

11. Concerns regarding a Posting can be submitted here: (703) 993-2525 or csc@gmu.edu.