



University General Posting *Procedures & Guidelines*

Scope: General Procedures and Guidelines for postings in the buildings and on the grounds of George Mason University in accordance with University Policy Number 1109 Poster Postings. These procedures and guidelines cover any sign, poster, or other material, including but not limited to advertising or informational signs or posters affixed to or placed on Mason's property. Postings do not include signs or posters that are required by law or official University signs or posters approved by the University's Office of Communication and Marketing (Office of University Branding), Environmental Health & Safety Office, Operations and Business Services or Department of Facilities. It also does not apply to items covered by University Policy 1112.

Related Policy: Policy 1109 Poster Postings
Policy 1110 Vending Sales and Solicitation
Policy 1112 Outside Banner (and/or other Materials) Policy

Postings shall be allowed on Mason's property without regard to their content (except in the case of content that is unlawful or otherwise prohibited by law), subject to the time, place, and manner restrictions set forth in the Posting Procedures or any specific posting procedures for a Special Campus Area, as applicable.

1. Posting of Flyers Inside Building and Facilities:

- Indoor posting is only allowed on general use bulletin boards.
- Posting size may be no larger than 11"x17".
- A maximum of two identical postings may be placed on any bulletin board.
- Only thumbtacks, staples, masking tape or the preferred blue painter's tape may be used for postings.
- Bulletin boards that are designated for a specific department and/or office are limited to postings approved by that department and/or office.
- Postings are not allowed in 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.

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. General postings shall not be posted in reservable areas (event venues and kiosk locations) except by the activity client and only during their reserved times.

Lawn Signs:

- Outdoor posting is allowed by using a standard lawn sign made of heavy duty 9-gauge metal with an "H" style frame that stakes directly into the ground.
- Lawn sign maximum dimension is 18"x24" with a staked height not to exceed 36" from top of sign to ground.
- Lawn signs must be placed in mulched or similar non-grass areas (tree rings excluded) so as to not impede landscaping maintenance. Care must be taken during placement to protect landscaping and irrigation lines.

- Lawn signs may not be placed on overhang sidewalks, roadways or other pedestrian/vehicular paths.
- Lawn signs may not be placed to impede grass cutting.
- Lawn signs may be posted for a maximum of two weeks and should be removed within one business day after an advertised event/activity.
- Lawn signs may not be placed within 50 feet of a sign by the same organization/individual.
- It is the responsibility of the lawn sign owner to remove or repair any damaged, outdated, fallen signs.
- 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.
- 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.

Sidewalk Chalking:

Chalking is allowed on the grounds utilizing the following procedures:

- Chalking can only be 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 is not allowed within reservable areas (event venues and kiosk locations) at any time.
- 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.
- 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 the Vice President for Auxiliary and Fiscal Services or their designated representative.

Marketing Cubes/Voice Walls:

University Life has installed marketing cube structures on multiple campuses. For more information on how to paint a Voice Wall on the Fairfax campus visit <https://si.gmu.edu/rso/#marketing>. For more information on the Marketing Cubes at the Science and Technology Campus visit <https://ulscitech.gmu.edu/marketing-cube/>.

3. 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 generally maintained by Facilities.

SPECIAL CAMPUS AREAS (defined per policy 1109)		
Responsible Individual	Special Use Space	Procedures Found:
Director, Student Centers	Johnson Center, and surrounding grounds, plazas, and patios Student Union I, and surrounding grounds, plazas, and patios The Hub and surrounding grounds, plazas, and patios EagleBank Arena and surrounding grounds and patios	Student Centers, Vending, Sales and Solicitations Procedures- Outdoor Freestanding Displays https://studentcenters.gmu.edu/outdoor-freestanding-display/
Director, Housing & Residential Life	Residence halls and adjacent grounds	Contact the Associate Director of Housing Facilities, Ron Scott, (rscott19@gmu.edu) for more information and to submit a request.
Director, Athletics	Athletic fields Field House and adjacent grounds	Contact the Sr Assoc Athletics Director, Capital Planning, Facilities, and Events, Andrew Lieber, (alieber2@gmu.edu) for more information and to submit a request.
Director, Mason Recreation	Recreation managed buildings, fields, and adjacent grounds	Mason Recreation Lawn Sign Policy https://recreation.gmu.edu/memberships/policiesandmore/mason-recreation-lawn-sign-policy/
Director, Parking and Transportation	All university roadways, pathways, and sidewalks Parking managed structures, areas and lots	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.
Director, Campus Operations, Arlington	Arlington Campus (Mason Square) All buildings and grounds	Contact Mason Square for details
Director, Campus Operations, Prince William	Science and Technology Campus All buildings and grounds	Contact the Science and Technology Campus for details

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

4. Violation of the Posting Procedures constitutes potential grounds for removal of the posting, 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. Charges for the cost of removal of the postings and any associated damage/repairs can also be levied.
5. 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 Operations and Business Services or if a posting is in a Special Campus Area, the report should be made to the individual responsible for that Special Campus Area. University officials should consult with the Office of University Counsel before removing a posting because its content is believed to be unlawful or otherwise prohibited by law.
6. Request for waivers or exceptions to the Posting Procedures must be made to Operations and Business Services or their designated representative 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.
7. 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, trespassing, false advertising, and promotion or encouragement of illegal activity.
8. Posted materials 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. The University will not maintain removed postings and posting may be discarded.
9. Postings paid for using University funds are subject to Policy 1144 and must use a vendor approved by Fiscal Services such as the Print Hub managed by Canon Services America.
10. Concerns regarding a posting can be submitted here: <https://obs.gmu.edu/about/#contact>