

**WAC 504-34-140 Signs, posters, handbills, and flyers.** The following rules apply to all users, except for the university itself.

(1) Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may be placed:

(a) Indoors:

(i) On bulletin boards that have been designated "general use" bulletin boards by the university. All other bulletin boards are reserved to the use of the university department that manages them, and only information related to university, university recognized or sponsored activities, college, or department may be posted thereon.

(ii) Bulletin boards that have been designated as general use will contain notice of that designation, together with the note as to who, if anyone, must be contacted in order to post on the board. That individual may date stamp the material, but will not deny a request to post based upon the content of the message.

(b) Outdoors:

(i) On bulletin boards designated for general use;

(ii) At the kiosks at the Pullman campus designated for general use; and

(iii) Free-standing displays may be placed on free speech areas of each campus, if the user has received the written approval of the chief administrator designated at that campus prior to posting, who may deny or defer a request to a later date based upon competing uses of the requested space, but will not deny a request based upon content. Such chief administrator is identified on the campus use committee website. The website is found by accessing the WSU website at: <http://www.wsu.edu/>.

(c) The overhead walkways that cross streets at the Pullman campus may be used by the university and students, including student government organizations and registered student organizations to display banners that promote a university event or an approved event sponsored by student government or a registered student organization, if the user has received the written approval of the scheduling office prior to posting, and if the banners are constructed of durable, weather-proof material, have air vents and metal grommets, and are attached to the structure with approved cable ties. Tape, rope, and/or wire are not permitted.

(2) Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may not:

(a) Be placed on, taped, glued, or otherwise affixed to walls, windows, furniture, or any interior surfaces;

(b) Be placed on, taped, glued, or otherwise affixed to trees;

(c) Be placed on, taped, glued, or otherwise affixed to a building exterior;

(d) Be placed on, taped, glued, or otherwise affixed to walkways, floors, or sidewalks; or

(e) Be placed on, taped, glued, or otherwise affixed to vehicles while located on university owned or controlled grounds, with the exception of official university notices distributed with the approval of the department of parking services.

(3) Neither paint, chalk, nor other marker may be used on any walkway, sidewalk, floor, or on any portion of a building.

(4) The individual or group posting the sign, poster, placard, banner, handbill, flyer, announcement, or similar material must:

(a) Ensure that any document posted on a general use bulletin board or kiosk is no larger than eleven inches by seventeen inches;

(b) Not post material so that it covers other postings;

- (c) Remove the material and related fasteners:
  - (i) Within two weeks of posting; or
  - (ii) Within twenty-four hours of the end of the event promoted on the material, whichever is shorter, provided that continuing service signs may be redated/stamped and reposted; and
- (d) Obtain a date stamp, where required by the university department/unit responsible for a bulletin board, or clearly write the date of posting on the material.
- (5) Removal of materials by university. The university retains the right to remove the following:
  - (a) Material that does not contain the posting date.
  - (b) Material that is not removed within two weeks of posting or within twenty-four hours of the end of the event, whichever is shorter.
  - (c) Material on bulletin boards or kiosks that exceeds the size limitations.
  - (d) Material that is posted so that it covers other documents.
  - (6) Before exhibits or displays are placed on the Glenn Terrell Mall, notification must be made to the disability resource center.
  - (7) Literature, handbills, flyers, pamphlets, and notices.
    - (a) Literature, handbills, flyers, pamphlets, notices, and similar materials may be distributed to individuals in any of the university's limited public forum areas consistent with the orderly conduct of university affairs, the maintenance of university property, and the free flow of vehicular and pedestrian traffic.
    - (b) Efforts must be made to avoid litter when distributing these materials.
    - (c) Materials may not be placed on or affixed to vehicles located on university owned or controlled grounds.
    - (d) Individuals or groups distributing are responsible for leaving the area clean, including picking up all discarded materials and placing them in the trash.
    - (e) Distribution by means of accosting, confronting, detaining, or waylaying individuals or by hawking is prohibited. Distribution by means of offering materials to passers-by who indicate a willingness to accept them is allowed.

[Statutory Authority: RCW 28B.30.150. WSR 08-24-026, § 504-34-140, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. WSR 95-07-047, § 504-34-140, filed 3/8/95, effective 4/8/95.]