Indiana University of Pennsylvania
POLICY STATEMENT

Subject: Sign and Posting Policy	
Original Date Established:	**Revision Date: July 30, 2024**
Originating Office: Administration and Finance	**President's Approval: Michael A. Driscoll**
Distribution Code: A	**Date of President's Approval: August 7, 2024**

A. Purpose

Indiana University of Pennsylvania's ("IUP") facilities are for the primary use by its students and employees in their efforts to access and advance the educational mission of IUP. The primary purpose of this policy is to ensure the appropriate use of space available for communication and to maintain an aesthetically pleasing campus environment, thereby balancing the need for and rights to effective and orderly communication, the maintenance of facilities and grounds, and other University operations. No information will be posted that is inconsistent with or in violation of laws or regulations of the Commonwealth of Pennsylvania, federal laws or regulations, or any municipal ordinances. This Policy is not intended to infringe upon free speech rights guaranteed by the United States and Commonwealth of Pennsylvania Constitutions or any other law or policy.

B. Scope

The policies and procedures provided herein apply to, but are not limited to, all IUP employees, students, volunteers, affiliated organizations, contractors, visitors, and the general public. This Policy applies to all IUP facilities and grounds, including the exteriors of all buildings, owned or leased. The responsible officer for overseeing this Policy shall be the Vice President for Administration and Finance or their designee.

C. Policy & Procedures

1. General Policy

Except for designated areas, IUP is not a public forum. Therefore, except in areas as permitted by this Policy, or pursuant to requests for limited business use as outlined in Section 5 of this Policy, nothing may be posted on doors, walls, windows, trees, or other surfaces on the campuses. Employees and students may post items regarding University business in University offices and on the outside of the doors of University offices, subject to IUP and departmental policies and guidelines. Employees, including student employees, may post items in University offices and on the outside of doors of University offices within Residence Halls, as permitted by this Policy and Housing guidelines. Department of Facilities Management employees and/or other appropriate IUP personnel will routinely remove all other such material.

2. Bulletin Boards

- The Building Manager, or their designee, is responsible for maintaining bulletin boards in buildings in accordance with this and other applicable policies, including IUP solicitation policies.
- Information posted on bulletin boards located within campus buildings must relate to the general purpose of the University and should be updated as necessary to ensure the information is timely and relevant. Materials that do not have an ending date may be removed.
- No interior bulletin board, which is set aside for specialized information, is to be used for posting information other than that for which the bulletin board is intended. Failure to abide by the guidelines may result in removal of the posted material.

3. Residence Hall Postings

Any posting within the residential spaces of any Residence Hall must be made pursuant to the Housing guidelines and this Policy. No materials may be posted on or affixed to windows in residence spaces. See Appendix A for a list of all IUP academic, administrative, other office, and residential buildings and spaces.

4. Chalking

Chalking is permitted only on sidewalks and other uncovered walkways. All chalking designs and messages must be made using water-soluble chalk.

5. Prohibited Locations

- Exterior Locations: Postings, banners, other signage, and sidewalk chalking are not permitted in areas where they could be potentially dangerous, destructive, or difficult to remove. No materials may be displayed on the exterior surface of any IUP building, exterior pillars, breezeways or walkways, sidewalks, trees, plant life, light and lamp posts/poles, benches, trash receptacles, traffic control signs, or other existing permanent signs or posts unless otherwise indicated by this Policy. Requests for exceptions may be made in writing to the Vice President for Administration and Finance, or their designee, and are strictly limited to business use.
- Interior Locations: Postings, banners, and other signage, are not permitted in areas where they could be potentially dangerous, destructive, or difficult to remove. No materials may be displayed on the interior surface of any IUP academic, administrative, or other office building unless otherwise indicated by this Policy. Residential spaces within University owned/operated Residence Halls are subject to Housing guidelines. Employees may post personal materials in the interior of their assigned, non-shared office spaces.
- Placing materials on windshields of vehicles on campus is prohibited. The only exceptions are official IUP notifications on parking-related matters as approved through parking enforcement officers.

6. Violations

- Violation of this Policy are subject to the laws and regulations of the Commonwealth of Pennsylvania, applicable federal laws and regulations, municipal ordinances, policies/guidelines of IUP and the Board of Governors of the Pennsylvania System of Higher Education.
- Violation of these provisions constitutes grounds for removal of the material and may subject violators to disciplinary process.
- IUP reserves the right to charge back the cost of removal of any posting material, banner or chalking, and any associated repairs to any entity or individual that violates this Policy.

Appendix A
IUP Buildings and Spaces by Category

Residential Spaces:

- Delaney Hall, floors G through 3
- Northern Suites
- Putt Hall, floors 1 through 4
- Ruddock Hall, rooms G1 through G16 and floors 1 through 4
- Stephenson Hall
- Suites on Maple East, floors 1 through 4
- Suites on Pratt
- Wallwork Hall

Academic Buildings:

- Ackerman Hall
- Cogswell Hall
- Davis Hall
- Eberly
- Fisher Auditorium
- Johnson Hall
- Kopchick Hall
- Leonard Hall
- McElhaney Hall
- Memorial Field House
- Performing Arts Center
- Pierce Hall
- Sprowls Hall
- Stabley Library
- Stapleton Library
- Stouffer Hall
- Stright Hall
- Uhler Hall
- Waller Hall
- Wilson Hall
- Zink Hall

Administrative Buildings and Office Spaces:

- Breezedale Alumni Center
- Clark Hall
- S. W. Jack Co-gen Plant
- Crimson Cafe
- Delaney Hall, floor B
- Elkin Hall
- Folger Student Center
- North Dining Hall
- Putt Hall, floor G
- Robertshaw
- Ruddock Hall, rooms G17 through G52
- Suites on Maple East, floor G
- Sutton Hall
- Whitmyre Hall