
Interim Policy: Posting Materials on University Property

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Scope

This policy applies to all individuals or groups seeking to temporarily post materials on University of Nebraska at Omaha (UNO) property.

Policy Statement

No temporary posters (including signs and other materials both physical and digital) will be posted on UNO property without prior approval by UNO. For approved temporary posters, UNO designates space on interior bulletin boards and varied digital displays.

Temporary posting in the above-designated areas requires approval in accordance with each building's criteria outlined in the 'Related Information' section of this policy.

Reason for Policy

This policy sets forth conditions and procedures for posting materials on UNO property.

Procedures

I. REQUESTING APPROVAL TO TEMPORARILY POST MATERIALS

1. Individuals or groups seeking to temporarily post materials on UNO property shall request prior approval in accordance with the criteria outlined in the 'Related Information' section of this policy.
2. The individual or group that is posting is responsible for removing it immediately following the final posting date identified by UNO, however, other UNO representatives reserve the right to remove postings on or after the final posting date.
3. Posters that have not received appropriate approval, or materials posted on UNO property that has not been designated by UNO, will be removed.

II. OTHER CONSIDERATIONS:

1. Specific bulletin boards, or portions of those designated for temporary posters, may be restricted by a building supervisor for departmental use only—or in the case of Residence Life, by the Assistant Dean of Students. A department head, with the approval of the building supervisor, is responsible for authorizing or prohibiting the posting of temporary posters on their department's bulletin board(s). Stamped authorization of these signs is optional.
2. Posting by UNO recognized student organizations or campus departments will receive first priority for available space, although with appropriate approval (described above), anyone affiliated with the UNO may post in designated areas. Community event postings may be approved as space allows.
3. All material posted on UNO property shall refrain from using:
 - # Profanity;
 - # Promotion of alcohol or drug use;
 - # Implication of sexual, racial, or any other form of discrimination.
4. No posters shall be pasted, nailed, taped, stapled, or otherwise attached to any part of the interior or exterior (including windows and doors) of UNO buildings, light posts, telephone poles, trees, trash receptacles, or other areas not intended for posters.
5. UNO, in the interest of the environment and potential littering, prohibits placement of materials on vehicle windshields on all UNO property.
6. Individuals and/or groups using other than water-soluble materials for any promotion or expression on any University property, including sidewalks, may be assessed cleaning fees, cited for vandalism, and/or subject to appropriate action per university policy.

Related Information

Building	# of Boards	Digital Signs	Special Instructions
Allwine Hall	10+		Department-specific boards, ask department for permission
Arts & Sciences Hall	5+		Department-specific boards, ask department for permission
Barbara Weitz Community Engagement Center (CEC)	1	Yes	https://www.unomaha.edu/community-engagement-center/

College of Public Affairs and Community Service (CPACS)	1		about-the-weitz-cec/document-and-policy-library.php https://www.unomaha.edu/college-of-public-affairs-and-community- service/technology-center/about-us/digital-screens.php
Durham Science Center	3		Must be approved by Janine Brooks in the Chemistry Office No posters allowed
Eppley Administration Building	0		
Health & Kinesiology Building (H&K)	3	Yes	2 boards upstairs and 1 near the Racquetball Courts. Email William (Mike) Kult the digital poster, wkult@unomaha.edu Check with individual departments
Kayser Hall	0		Boards are on the main floor (2nd floor) and 3rd floor by restrooms. Contact Linda Riviera for questions, lriviera@unomaha.edu Email posters to clbailey@unomaha.edu . Must be 1920 pixels wide x 1080 pixels tall; prefer PNG file type, but will accept most file types.
Criss Library	2		Must be approved by Housing and Residence Life, unohousing@unomaha.edu Hard copy poster can be turned into the MavIGATION Station. Digital poster size must be 1920 pixels wide x 1080 pixels tall, JPEG, or PNG file. Email to unomilobail@unomaha.edu
Mammel Hall	0	Yes	Must have Dean's Stamp: visit 391 PKI for more information
Maverick & University Village	22	Yes	
Milo Bail Student Center (MBSC)	1	Yes	
Peter Kiewit Institute (PKI)	18		

Roskens Hall	1		Board located by vending machines on 2nd floor. For questions, contact Leslie Noecker, lnoecker@unomaha.edu
Scott Court, Scott Crossing, Scott Hall, and Scott Village	11	Yes	Must be approved by Chad Richmond crichmond@scottcampus.com or 402.778.6559
Strauss Performing Arts Center	5		Ask Operations Manager, Julianne Furey, jfurey@unomaha.edu
Weber Fine Arts Building	1		Ask Department Head or Administrative Assistant
Other or unknown			Contact studentsuccess@unomaha.edu

[UNO Campus Policy: Regulations on the Use of University Facilities and Grounds](#)

[University of Nebraska Board of Regents Policy 6.4.10: Commitment to Free Expression; Guide for Facilities Use; and Education](#)

History

Interim policy approved by the Vice Chancellor of Student Success on 10.26.2020.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

