



# UC San Diego

## Policy & Procedure Manual

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### USE OF UNIVERSITY PROPERTIES

#### Section: 510-1 Section IX AND XII, SUPPLEMENT I

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### SUPPLEMENT I

#### POSTING PROCEDURES

1. Banners, posters and flyers announcing campus events should indicate the name of the sponsoring organization or group, the nature of the event, the date, time and location.
2. Only painters tape or other non-destructive and removable hanging material may be used to post flyers on approved posting areas. Paste, glue, nails, masking tape and duct tape are not permitted. Staples and tacks may be used on bulletin boards.
3. All event banners, posters, and flyers announcing campus events must be removed within 48 hours after the event. Approved posting locations for non-event postings may impose reasonable time limits on postings and may require postings to clearly identify their expiration date.