

Utah Tech University

Policy 110 Free Speech and Assembly

Notice of Free Speech Facilities, Scheduling Fees, Procedures & Standards, Rules & Regulations

General Notice of the Existence of Free Speech Facilities (Policy #110, section 4.14.1):

“The University shall provide reasonably appropriate facilities in the area of the Gardner Center and adjoining lawns on the north and east sides and adjacent patio areas to enable speakers to address those wishing to listen. These facilities shall be available to any person, but members of the University community and their organizations shall have preference in the use of the facilities. Use of the facilities may be reserved through the Central Scheduling for up to two hours for purposes of speaking. Members of the University community or their organizations reserving use of the facilities shall have preference in its use in the order of their application and over those seeking to use the facilities without reservation. Persons using the facilities may make use of Support Materials for displaying or distributing information while the person or organization representing them is making use of the facilities. The Support Materials for temporarily displaying or distributing information shall be removed upon the expiration of the time during which the facilities are being used by the person or organization. Arrangements for Support Materials such as tables and a-frames can be made with the Guest Services Department. The use of Support Materials, such as tables and banners, is subject to reasonable time, place, and manner restrictions provided by University Facilities Management.” (4.14.1).

Schedule of Fees

A schedule of Fees can be found on the Central Scheduling website located on the following link.

[Utah Tech University Facility and Event Fee Schedule](#)

Campus Posting Boards

All materials posted on “Campus Posting Boards” must be in compliance with the following Posting Standards (see UT Policy 110 for more information):

1. The content of all materials displayed on UT’s campus are subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner as outlined below.
2. Materials may be displayed only on boards marked with red “General Posting” signs. A list of these official boards is available through the Dean of Student’s Office. Materials may NOT be attached to:

- trees
- hallways
- any painted surface
- cars
- parking areas
- windows
- doors
- stairwells
- garbage cans
- fences
- light poles
- building walls

3. Posters and fliers may not exceed 12" x 18".
4. Only one copy of a poster or flier may be displayed per bulletin board.
5. Only pushpins may be used to hang fliers on the boards; no tape or adhesives. Sponsors are responsible for posting their materials and must supply their own pushpins when posting.
6. The name of the sponsoring organization, department, vendor or individual and contact information must appear on every poster.
7. The name, date, time and location for events must appear on every poster.
8. If there is a cost associated with the event being advertised it must appear on every poster.
9. Materials may be on display for two weeks unless approved and stamped for a longer period.
10. Any literature posted on surfaces other than designated bulletin boards will be removed without exception and without notice.
11. Posting relating to hiring or internships goes to the Career Center for approval and posting, not on the bulletin boards.
12. Postings that advertise a service or event that conflicts with a UT service or UT major sponsored event are not allowed. E.g. dining services; Commencement Ceremonies.
13. "For sale" items should be beneficial to students as approved through the Dean of Students office.

Rules and Regulations (6.1.3.6, 6.1.4.3) for governing the posting and distributions of signs notices, posters, and to other materials for commercial or by the non-member community. (6.1.2.6)

Procedures & Standards (6.1.2.3)

Any university and non-university groups or individuals wishing to post on the Campus Posting Boards must have approval from the Dean of Students Office. Approval is granted after the materials have been properly registered, compliance with posting standards has been verified, and materials have been stamped "Approved for Posting." All posting requests must be submitted 5 business days prior to the desired posting dates.

Commercial Speech:

This includes all spoken, written and symbolic speech intended in whole or in part for the personal profit of the person, organization or institution engaged in the speech. Any commercial speech must follow the same approval procedures as non-commercial speech, and must also pay the associated fees located on the [Utah Tech University Facility and Event Fee Schedule](#).

Posting in Other Places

Structures Erected by Members of the University Community:

Use of areas requiring use of "A-Frames," tables, or other structures must contact Campus Scheduling to obtain a permit. See UT Policy 110 § 6.1.5.

Residence Halls:

Approval from the appropriate Resident Director must be obtained before posters, fliers or other materials can be placed on residence hall floors, lobby bulletin boards, or any other area of the residence halls. Generally, posters can be left at the residence hall desks to be placed by residence hall personnel.

University Departments & Professional Schools:

Posting must be approved by authorized personnel in their respective areas. E.g.: posting on departmental boards.

Handbills:

Promotional materials may not be handed out to students on the UT campus, either outside or inside buildings. Distribution is permitted within a rented space or at a table, e.g., a booth at a fair. Commercial speech handbills can be no larger than 4.25" X 5.5". Promotional materials may not be placed on cars in the University parking lots.

Violations

All promotional materials must conform to the UT University Mission and the Student Code of Conduct and must avoid demeaning sexual, racial, or other discriminatory reference. Violators of these rules and regulations may be subjected to: suspension of posting privileges, loss of registration for the sponsoring organization, and other University disciplinary action.