

# University of New Mexico Posting Guidelines

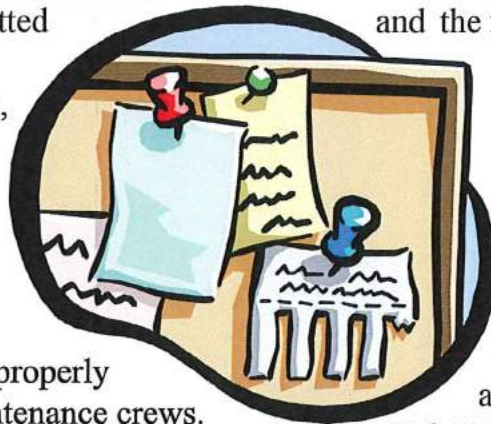
**It is a violation of this policy to place posters, flyers or chalk at any time on permanent University structures such as buildings, utility poles, fountains, works of art, fixed refuse containers and trees on campus. It is also a violation of this policy to drive any posters, signs or stakes into any University grounds.**

**CHALKING** is allowed on sidewalks which are exposed to weather and foot traffic where chalk will wear off in a short time. Only non-permanent sidewalk chalk is permitted. Liquid chalk, art chalk, charcoal and paint are not permitted. Chalking is not permitted on any permanent University structures or unexposed sidewalks, vertical walls or under balconies. Chalking is also prohibited within fifteen feet of the entrance to any building. Chalking is not permitted at Lobo Village.

**DISPLAYS** posted or installed improperly will be removed promptly by maintenance crews. Any extraordinary expense will be charged to the persons or organizations responsible for the damage. Displays may not be attached to/alter any University structures, campus art installations, trees or other landscape, alter traffic patterns or block access to buildings, ramps or roads or disrupt regular University functions. Art projects and general displays must be pre-approved through the art display form (under Special Events) at [srs.unm.edu](http://srs.unm.edu) and have an outdoor space reserved through [ems.unm.edu](http://ems.unm.edu), if needed.

## **POSTERS, NOTICES and FLYERS**

**INSIDE POSTINGS** within campus buildings may be done with the prior approval of the office in charge of the area. At no time should postings be in violation of the Facilities Management Policy.



**OUTSIDE POSTING** flyers may be placed on the kiosks and are cleaned off once a month. Flyers may be posted at any outdoor area on campus consistent with the orderly conduct of University affairs, the maintenance of University property and the free flow of traffic and persons.

Efforts must be made to avoid litter. Any expense incurred by the University for clean up will be charged to the persons or organizations responsible. Materials shall not be forced upon others; excessive hawking or shouting at persons is prohibited.

DO NOT post on light poles, bollards, buildings, trash cans, campus art installations, vehicles in parking lots, trees or similar structures. Items are not allowed to be staked into the ground and posting with glue or adhesives is prohibited.

**VIOLATIONS** Persons violating any of these rules may be subject to disciplinary action under the Student Code of Conduct or the Visitor Code of Conduct. Violations by faculty or staff will be referred to the appropriate department or academic unit. In addition, violators may be subject to an order to leave University property and/or arrest for violation of State Law(s).

**QUESTIONS** about posting on campus should be directed to the UNM Student Activities Center, SUB rm 1018, [sac@unm.edu](mailto:sac@unm.edu), 277-4706.

# UNM Posting Areas

## Outdoor Posting Areas

These areas do not require prior approval for posting:

- Cornell / SUB Mall North, West of Mesa Vista Hall
- Zimmerman / Smith Plaza, Southwest Corner
- Art Building, North Entrance
- Woodward Hall, Northwest Corner
- Psychology Building, North Entrance
- Mitchell Hall, Northeast Entrance
- Ortega Hall, West Entrance
- Dane Smith Hall / Duck Pond Bus Stop
- Duck Pond Walkway, North Entrance

## Indoor Posting Areas

The Bulletin Boards on the following lists are open posting boards. There are many other boards in these buildings and unlisted buildings. These boards require prior departmental approval and a stamp prior to posting, if allowed at all.

### Anthropology Building

- Bulletin Board, North Entrance

### Art Building

- Bulletin Board, North Entrance, 1st Floor
- Bulletin Board, Main Hall, 2nd Floor

### Casletter Hall / Biology

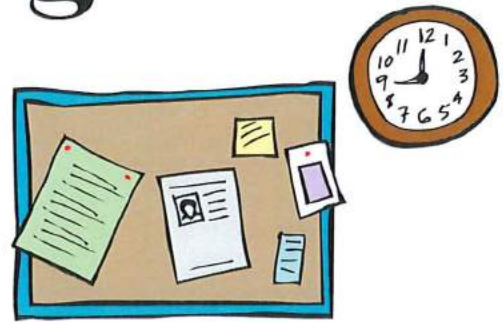
- Bulletin Board, Outside Room 100
- Bulletin Boards, Throughout 1st Floor Hallways

### Centennial Engineering Bldg

- Bulletin Board, North Hallway, 1st Floor
- Bulletin Board, South Hallway, 1st Floor

### Center for the Arts

- Bulletin Board, North Entrance by SUB
  - Downstairs by Elevator
- Bulletin Board, North Entrance by SUB
  - Upstairs by Elevator



## Communications & Journalism

- Bulletin Board, Northeast Entrance, 1st Floor
- Bulletin Board, East Hallway, 2nd Floor
- Bulletin Board, West Hallway, 2nd Floor

## Dane Smith Hall

- Bulletin Board, Southeast Entrance

## Electrical & Computer Eng.

- Bulletin Board, Through West Exit of Front Lobby, 1st Floor

## Geology Building / Northrup

- Bulletin Board, Outside of Room 126

## Graduate School of Business

- Bulletin Board, North Entrance, 1st Floor
- Bulletin Board, South Entrance, 1st Floor

## Johnson Center

- Bulletin Board, Outside of B100 Classroom

## Student Union Building

- Bulletin Board, By the Restrooms, Bottom Level

## Woodward Hall

- Bulletin Board, Southwest Entrance

## Residence Hall Posting

These areas do not require prior approval for posting:

- La Posada Dining Hall, East & West Entrances

**The Residence Halls do not allow any other posting in their areas. This includes sliding flyers under doors and solicitation. You may contact the 2 main offices about the possibility of using digital postings.**