
Posting Guidelines

The University of New Mexico prohibits placing posters, flyers, or chalk at any time on permanent University structures such as buildings, utility poles, fountains, works of art, refuse containers, and trees on campus. University policy also prohibits staking displays, tents, signs, or any other items into the ground. Posting with glue or adhesives is prohibited. Displays painted or posted improperly will be removed promptly by maintenance crews. The persons or organizations responsible for the posting will be billed for removal and repair.

For questions about posting on campus, please contact the Student Activities Center at (505)277-4706 or sac@unm.edu.

Art Projects and Displays

- All art projects must be pre-approved before installation
- Art projects may not be installed for longer than three days
- Artist must remove all materials immediately after the installation ends
- Displays may not alter traffic patterns or block access to building, ramps, roads, ADA pathways, or disrupt regular University functions

Indoor Approval Process

- 1) Go to **srs.unm.edu** to fill out an *Art Display Form* at least two weeks before installation
- 2) Contact the building's manager to reserve the desired space

Outdoor Approval Process

- 1) Go to **srs.unm.edu** to fill out an *Art Display Form* at least two weeks before installation
- 2) Reserve the appropriate outdoor space at **ems.unm.edu**

Chalking

- Chalking is not permitted on permanent University structures, unexposed sidewalks, vertical walls, or under balconies/overhangs
- Chalking is permitted on sidewalks which are exposed to weather and foot traffic
- Washable sidewalk chalk is the only type allowed for use
- Liquid chalk, spray chalk, art chalk, charcoal and paint are not permitted
- Chalking is prohibited within fifteen feet of the entrance to any building
- Lobo Village does not permit chalking anywhere on the premises

Posters and Flyers

- Posting inside of campus buildings requires prior approval from the building's manager
- Postings inside of buildings must comply with all University policies and building manager approval does not supersede University policies
- Posters, notices, and flyers may be placed on outdoor kiosks
- Posted items will be removed on a monthly basis
- Items may not be affixed to light poles, bollards, trees, refuse containers, buildings, or similar structures
- Posting with glue or other adhesives is prohibited

Public Bulletin Boards

You may post on any public bulletin boards without prior approval from the department or building manager. There are approximately 30 public bulletin boards on campus. You may not department boards without getting prior approval from the appropriate department administrator.

Outdoor Posting Areas

- Cornell Mall NE corner
- Smith Plaza SW corner
- Art Building, North end
- Woodward Hall (NW Corner)
- Logan Hall (North Entrance)
- Mitchell Hall (NW Entrance)
- Ortega Hall (West Entrance)
- Dane Smith Hall (Duck Pond Bus Stop)
- Duck Pond Walkway (North Entrance)

Indoor Posting Areas

- Anthropology Building (#11) North Entrance
- Art Building (#84)
 - 1st floor North Entrance
 - 2nd floor Atrium
- Castetter Hall (#21), Room 100
- Center for the Arts (#62) 1st floor near elevator
- Communications & Journalism (#115)
 - 1st floor NE entrance
 - 2nd floor East hallway
 - 2nd floor West hallway

Indoor Posting Areas (continued)

- Dane Smith Hall (#48) SE Entrance
- Electrical & Computer Engineering (#46) Lobby
- Northrop Hall (#24) Room 126
- Anderson Graduate School (#87)
 - 1st floor North entrance
 - 1st floor South entrance
- Johnson Center (#59) Room 100
- Student Union Building (#60) near 1st floor restroom
- Woodward Hall (#82) SW



= approximate locations of bulletin boards

Please be aware locations may change without notice.

