

APU Campus Posting Policies

This policy applies to informational and directional signage in designated campus posting areas on the Azusa campus. Informational signage provides information about an event or activity and is of interest to University students, faculty, and staff. Directional signage points to a specific event being held that day.

1. All Signs

- a. Any sign or posting must represent an activity or event sponsored, facilitated, or approved by an official Azusa Pacific University Department or Organization. No outside posting is allowed unless it meets this criterion.
- b. All signage must have the contact information (email and/or departmental extension) for the sponsoring department printed on the signage.
- c. The use of QR codes is permitted for registration purposes.
- d. Any signage involving possible service credits should be discussed with the Office of Service and Discipleship before approval by the Office of Campus Life.
- e. The Office of Campus Life must approve and stamp all signs before posting.
- f. All signs must have an expiration date, which is a maximum of two weeks past the first day of posting.
- g. Signs that contain illegal content or that violate University policies are not permitted. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, that disclose confidential information without appropriate authorization, or that conflict with the University's [Statement of Faith](#), [Mission](#), and [Positional Statements](#).

2. Informational Signs

- a. Signs that provide information on an event, activity, or information that interests University students, faculty, or staff must be removed immediately upon completion of the activity, event, or the expiration of fourteen days, whichever comes first.
- b. Posting political signage is not allowed in any APU common area.
 - i. Political campaign endorsement signs may be placed in residential unit windows only if posted within 30 days of the applicable election. Any such signs must be no larger than 18" x 24" and must be removed immediately after the election. [Refer to Residence Life policies](#).
- c. Only political signage regarding an Azusa Pacific University student election may be posted on APU's campus.
 - i. Signs supporting or opposing a student election candidate may not be posted earlier than thirty days prior to the applicable election and must be removed immediately after the election.
 - ii. All student election signs must indicate the name or names of the responsible person(s) endorsing candidate(s) and follow all SGA election guidelines.

3. Directional Signs

- a. Signs to indicate the direction to events being held on campus may only be posted the day of the event and must be removed immediately upon completion.
4. Sign Display
 - a. No signs may be placed on glass, signs, light posts, or doors, nailed or stapled to trees or plants, nor placed on or under room doors in student living areas.
 - b. Only blue painter's tape is permitted to affix signs to approved surfaces. Thumbtacks, staples, or masking tape may be used on designated bulletin boards.
 - c. No signs can be affixed to horizontal surfaces (benches, tables, etc.). Signage displayed in student living areas is also subject to the discretion of the living area staff regarding appropriateness and placement.
 - d. Posters on A-Frames/Sandwich Boards must be approved and sponsored by an APU department or office. A-Frames/Sandwich Boards must be placed in a location that does not block the traffic flow and can be displayed only one week before the event occurs.
 5. Designated location(s) for posting of signs
 - a. Block walls at 7 Palms
 - b. Exterior North wall of the Cougar Dome
 - c. Bulletin Boards on Cougar Walk/Wallace Way by the President Haggard statue
 - d. Bulletin Boards at entry to Multi Media (MMED) Classrooms
 - e. Bulletin Boards at the stairwells of Turner Campus Center
 - f. Bulletin Boards in the lobby of each residence area (must be approved by Graduate Resident Coordinator (GRC) first)
 - g. Bulletin Boards at A court of shire housing area (must be approved by Residence Life)
 - h. Bulletin Boards in front of the Felix Event Center
 - i. Bulletin Boards inside the Duke Student Commons
 - j. Bulletin Boards on West Campus at the base of stairs
 6. Sign Removal
 - a. Persons or groups who post signs must remove them by the day following the event or after one day if the signs are for information only. Persons or groups who do not remove the signs within the prescribed time limit risk losing posting privileges.
 - b. University staff reserves the right to remove signage immediately without notice that is outdated, does not adhere to the posting policy, or is contrary to community standards.
 7. Other
 - a. All Chalk drawings and signage must be approved by Campus Life, Residence Life (if residential areas), or Student Affairs. Chalk drawings and signage may be placed on asphalt and concrete walkways only. Chalk drawings are limited to only the Cougar Walk, Kresge Plaza, and residence hall sidewalks. Chalking is not allowed in areas covered by a roof or overhang. Chalk must be washable "sidewalk" chalk. Chalking is not allowed near building entries (must be minimally 3 feet away from all entrances). Chalking is approved for 5 days and is removed

weekly. The Dean of Students or designee reserves the right to remove signage immediately without notice that is outdated, does not adhere to the posting policy, or is contrary to community standards.

- b. Signage exceptions are available. Organizers of such events must contact the Office of Student Affairs before the event.