A. Introduction

University of Colorado Denver | Anschutz Medical Campus Facilities Management is committed to providing a safe, attractive, professional, and well maintained environment for faculty, staff, students, and visitors. To that end procedures and approval processes have been established for the campuses concerning the use of postings, announcements, signs and displays within buildings, outside buildings and in areas adjacent to all University of Colorado Denver | Anschutz Medical Campus (the University) facilities that are visible to the public and located in public spaces. At the Denver Campus only buildings owned by the University are covered by this policy (Lawrence Street Center, CU Building, and Business School at 1475 Lawrence Street).

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C. Policy Statement

The University has established the following procedures to help ensure the safety of our faculty, staff, students, and visitors and maintain a professional appearance in and around all buildings, parking structures, and other facilities located at the University campuses. Posting procedures may vary based on the particular building, its layout, and the function(s) of the facility.
This policy governs the posting of information within and around the University facilities that are visible to the public and located in public spaces as defined below for purposes of this policy. Uncontrolled and unauthorized postings are considered a potential fire hazard and a violation of Fire and Life Safety Regulations. Careless removal of these improperly posted and/or unauthorized items frequently results in unsightly damage or housekeeping problems. Facilities Management staff will be instructed to remove unauthorized postings, announcements, signs or displays. In order to prevent unauthorized postings on the campuses, the following procedures have been established.

D. Definitions

**Public Area(s):** Only for purposes of this policy public areas are buildings and areas that are frequented by faculty, staff, students, and/or visitors or are visible to the public. Spaces not so designated are to be controlled exclusively by a department. All Outside Areas are considered Public Areas for purposes of this policy.

**Departmental Area(s):** Spaces controlled by one work department or work unit.

**Private Suites/Offices:** Spaces controlled specifically by an individual or small group of individuals. A department may choose to control decisions pertaining to these types of spaces.

E. Procedures

1. Rules for posting flyers are tailored for the area. Refer to the Building Administrator List for clarification as to whether an approval stamp or sign off is required or the area uses an “honor system.” In buildings where an “Honor System” is being used the expectation is that those posting a flyer will follow the intent of this policy. However, even though the posting does not require prior approval in certain buildings, if unauthorized postings are identified they will be removed. Refer to the following link to the Building Administrator list to determine if sign off is required.

   http://www.ucdenver.edu/about/departments/FacilitiesManagement/Documents/BldgAd minList.pdf

   For more information contact the Building Administrator or designee for the specific building or area. For the Denver Campus also contact the office of the appropriate Dean and follow procedures described below.

2. Printed authorized flyers and notices will be limited to those that are:

   A. Mission Related - those in connection with the education, research, patient care, and community service missions of this institution that are sponsored by student, faculty or staff, not the community at large.

   B. Time sensitive (30-day posting maximum) – postings must include the following:

      I. Date flyer is posted

      II. Sponsor’s name and contact phone number
III. Removal date (no later than the day after event or 30 days from posting date)

IV. Approval for posting through specific date

V. The required information can be handwritten and stamped in a non-obtrusive manner to maintain the appeal of the flyer or poster.

C. Non-Offensive – Flyers, posters, and signs should not include language inciting imminent lawless action, threats of imminent bodily harm or injury to others, unlawful harassment, obscenity, or defamation.

D. Placed in display cases, existing poster/flyer holders or on bulletin boards, NOT doors, windows, walls, etc. Most buildings have designated locations for posting of flyers.

E. Removed by Installer in a timely manner. The posting must be removed either the day of or the day after the event or 30 days from the posting date.

F. Exceptions to procedures 2.B, 2.D, or 2.E in this policy may be requested and approved through the Building Administrator. In some cases, the Building Administrator may seek input and guidance from the Facilities Management department.

3. Individual display cases have been installed in various locations, including many passenger elevators, on the campuses. In some buildings, there is a requirement to place postings in these display cases (check with the Building Administrator).

A. Postings in elevators are to be done in only one elevator when there is a bank of elevators. The designated process must be followed before posting. At the Anschutz Medical Campus submit announcements to the Building Administrator. At the Denver Campus submit to the Facilities Management office - Lawrence Street Center Room 1300A, where the Denver Campus Building Administrator is located.

B. The Building Administrator will review and in some cases have Facilities Management review, makes recommendation, and give or deny approval. This process includes a review for building code and fire and life safety regulations, if possible.

C. The posting, if approved by the Building Administrator, will be stamped or signed with the date of posting and the duration and returned to the originator.

D. Display cases for postings in elevator lobbies are restricted for use by Facilities Management.

4. Signs and displays that are in public areas such as lobbies, entryways, or exterior to a building require additional steps for approval. This requirement is for larger displays on easels or hanging from the rafters, etc.; NOT for items located in display cases. For banners, displays or other larger items placed in public view the following applies.
A. On the Denver campus only, requestor submits concept for approval to the appropriate dean or dean’s designee and following approval returns it to Facilities Management. This approval is not required on the Anschutz Medical Campus.

B. Send request to Facilities Management to coordinate the process on each campus.

C. The submittal is sent by Facilities Management to the Office of Marketing and Community Engagement for review and input.

D. Any permanent signs require submittal to the Resident Architect by Facilities Management for review and suitability. Architect makes recommendations including possible locations.

E. Facilities Management reviews, makes recommendations, and gives or denies approval. This process includes a review for building code and fire and life safety regulations.

5. The use of easels is highly discouraged and should be done only after contacting the appropriate Building Administrator. Signs on easels can only be used for wayfinding on the day of the event and must be removed immediately after the conclusion of the event. Easels may interfere with emergency exiting of buildings and will not be approved to advertise upcoming activities or events.

6. The use of tape, nails and other fasteners for posting signs or flyers is prohibited. These may damage the facilities or the posting may block vision creating a safety hazard. Use of already existing bulletin boards is recommended. Contact Facilities Management if you have questions about the use of specific locations.

7. Attaching postings/flyers to external monument signs is strictly prohibited. This may interfere with the wayfinding process on campus. Schools and Departments with large/regular events with outside guests may purchase and set up temporary (same day) directional/wayfinding signage. Contact the Building Administrator for Landscaping/Wayfinding for guidance and approval (refer to the Building Administrator list).

8. Personal advertisements may only be posted on bulletin boards located in designated Student Assistance Office (SAO) areas, and the Building 500 Food Court with SAO or departmental approval. To determine if internal departmental bulletin boards allow personal advertisements please contact the departmental area administrator. Refer to the Student Assistance Office listed in the campus directory to obtain approval to use their designated bulletin boards.

9. Postings soliciting human subjects for participation in research studies must be approved by the Colorado Multiple Institutional Review Board (COMIRB) see campus directory for location. Additionally, posting soliciting human subjects participation must be approved by the Building Administrator.

10. For postings that are considered part of routine operations (i.e. utility or IT outages, parking alternatives, etc.), approval is provided in coordination with the Facilities Management department at Anschutz Medical Campus and Facilities Services Office at the Denver Campus. There are designated posting areas for Facilities Management use only.
11. Facilities Management staff may remove all unauthorized postings from any walls, windows, elevators, doors, etc. This will include displays and signs inside, outside, and adjacent to buildings or landscaped areas and any posting that does not meet the requirements of this policy. If an organization or individual fails on an ongoing and repeated basis to remove its postings in a timely manner, Facilities Management may bill that organization or individual for the expense of removing the postings.

12. Private Suites/Offices/Spaces that are controlled specifically by an individual or small group of individuals are encouraged to adopt a similar policy. A department may choose to control decisions pertaining to these types of spaces. Any area that is visible from public spaces, must fully comply with the Posting Procedures and approval process identified on the Building Administrator List.