Posting, Tabling, and Canvassing Policies
Elections Oversight Committee
Undergraduate Student Government, University of Connecticut

All policies included in this document are considered part of the USG Election and Campaign Policies. All candidates and campaign surrogates must adhere to these policies, and any other area-specific posting, tabling, and canvassing policies (even if those policies are not included in this document).

Table of Contents
Campus-Wide Posting Policy ........................................................................................................2
School of Business Posting Policy ................................................................................................4
Student Union Posting Policy ......................................................................................................5
Student Union Canvassing Policy .................................................................................................6
Student Union Tabling Policy .....................................................................................................9
Rock Painting Policy ..................................................................................................................10
Homer Babbidge Library Posting Policy .....................................................................................12
Homer Babbidge Library Tabling Policy .......................................................................................13
Residence Hall Posting Policies ................................................................................................14
Residence Hall Canvassing Policies ............................................................................................16
Campus-Wide Posting Policy

Adapted from http://www.studentactivities.uconn.edu/docs/posting_policy.pdf

I. Purpose
The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. This policy is not meant to supersede existing posting policies that govern posting in the Student Union, dining halls, residence halls and other University buildings, nor is it meant to impose any limits on content or speech.

II. Where Items May Be Posted
A. In buildings other than the Student Union and other University buildings which have separate posting policies, items may be posted on those areas clearly designated (in writing, in a visible location) for public use. This excludes bulletin boards and kiosks that are clearly designated (in writing, in a visible location) for departmental use. Exceptions may be granted by the department responsible for an area.
B. Under no circumstances may items be posted on University signs, lampposts, trees, sidewalks (see “Chalking”), windows, walls, and doors in public locations, bathroom stalls, or any location where the posting may cause damage to University property.
C. Absolutely no duct tape or other method of permanent or semi-permanent adhesion that may cause damage to University property may be used.
D. Temporary Event Signs may be placed only at those locations designated under the University’s signage policy, available at http://aes.uconn.edu/signage.html
E. Postings on University shuttle buses require the permission, and are at the discretion, of the Director of Transportation Services.
F. Postings in University dining halls require the permission, and are at the discretion, of the dining hall manager.

III. Removal of Posted Items
Individuals and groups posting items promoting events shall remove them within 24 hours of the completion of the event in order to allow new postings to be placed and to avoid unnecessary litter, visual clutter and removal by University staff.

IV. Chalking
Chalking is not permitted in any areas inaccessible to rain, or any vertical surface.

V. Violations and Enforcement
Individuals, departments, student organizations and off-campus businesses or groups that violate the above policy will be asked to remove postings immediately and will be billed for any damage to University property that occurs as a result of improper posting. Funds from student fees may not be used to pay for damage.
VI. Review and Compliance
This policy is managed by the Department of Student Activities. It will be reviewed every three years by a committee that will include a staff member from this office, a staff member from the Department of Facilities, and student representatives from Undergraduate Student Government, Student Union Board of Governors, Residence Hall Association, Interfraternity Council, Panhellenic Council, Graduate Student Senate and Club Sports Council.
School of Business Posting Policy

Adapted from http://www.business.uconn.edu/bachelors/pdf/SoBPostingPolicy.pdf

I. Purpose
- The purpose of this policy is to manage the posting of material throughout the School of Business, to ensure the appropriate use of space, prevent future defacing of School of Business property, and reduce resources used to repair and/or replace School of Business property. This policy is not meant to supersede existing posting policies of the University.

II. Where Items Can Be Posted
- School of Business student organizations may use the bulletin boards located on the first floor outside of the café in the north atrium and on the second floor by south atrium (to be added soon).
- All non-School of Business organizations may use the bulletin board located on the first floor north atrium across from the vending machines.
- Please check out the Ultimate Guide to Advertising at UConn - Student Edition: http://www.studentactivities.uconn.edu/student_advertising_guide.html

III. Where Items Cannot Be Posted
- Under no circumstances may items be posted on School of Business signs, lampposts, trees, sidewalks, windows, walls, floor, ceiling, doors, bathroom, or any location where the posting may cause damage to property or pose a potential fire hazard.
- Absolutely no tape or other method of permanent or semi-permanent adhesion that may cause damage to School of Business property may be used.
- Chalking is not permitted in any areas inaccessible to rain, or any vertical surface.

III. Removal of Posted Items
- Individuals and groups posting items promoting events shall remove them within 24 hours of the completion of the event in order to allow new postings to be placed and to avoid unnecessary visual clutter.

V. Violations and Enforcement
- Individuals, departments, student organizations and off-campus businesses or groups that violate the above policy will be asked to remove postings immediately and may be billed for any damage to property that occurs as a result of improper posting and may be held liable for violating the University of Connecticut Responsibilities of Community Life: The Student Code.

VI. Review and Compliance
- This policy will be managed and reviewed each semester by the Undergraduate Programs Office in collaboration with the Office of the Dean and the Undergraduate Business Leadership Council. Please direct any questions, comments, or concerns to the School of Business Undergraduate Programs Office | Room 121 | (860) 486-2315 | undergrad@business.uconn.edu
Student Union Posting Policy

Adapted from http://www.studentunion.uconn.edu/docs/The_U-Guide_August-2013.pdf

The Student Union will designate bulletin board locations for the posting of publicity materials to advertise registered events for the University community. Postings should not exceed 22” x 18” and are limited to four per activity or event. Postings can be dropped off at the Information Center on the second floor; all materials must be approved and stamped by the Information Center staff. The Student Union staff will be responsible for posting the material in the designated locations within 24 hours of receipt. Advertising can be posted for up to 14 days. In order to be approved, all of the following must apply:

- The event must be open to all students.
- The event must be sponsored by a registered student organization or University department, and the sponsor’s name must be on the publicity materials. No postings of any kind are permitted on walls, painted surfaces, windows, doors, floors, bricks, bathroom stalls, or railings.

The Student Union has designated a bulletin board, located across from the Information Center, for public posting of materials by individuals and non-affiliated organizations. Postings should not exceed 8.5” x 11” and are limited to one posting per individual or group. Postings are removed weekly on Sunday evenings. The Student Union does not monitor this bulletin board and assumes no responsibility for damage, loss or theft of the postings.

For information regarding advertising in areas of campus, please refer to the University of Connecticut Posting Policy at http://uconntact.uconn.edu/organization/sos/documentlibrary

Spray chalk is not allowed in or around the Student Union – this includes all sidewalks around and leading up to the Student Union.
Student Union Canvassing Policy

Adapted from http://www.studentunion.uconn.edu/docs/Student_Union_Canvassing_Policy_April_2010.pdf

The purpose and intent of canvassing in the Student Union is to create a market place of ideas and diverse thought.

1. Canvassing in the Student Union is the initiation of direct contact with individuals for the following purposes:
   - Identifying support for a campaign or campaign candidate
   - Educating or persuading individuals to a particular philosophy/point of view
   - Obtaining signatures for petitions
   - Creating issue visibility and/or awareness
   - Distributing public health announcements
   - Other purposes identified as approved by Student Union Associate Director of Event Services or designee

2. Canvassing does not include an option to solicit money or sell any commodity. Canvassing does not include activities for the sole purpose of promotion/advertising of a meeting, event or program. Canvassing does not include soliciting participation in surveys. These activities are permitted at a Union Street table.

3. Any recognized student organization (or candidates for an elected office in a recognized student organization) or any University department or official University committee may submit an application for canvassing. Approved groups may conduct a maximum of five canvassing events per month. Non-affiliated entities interested in canvassing must be located at a Union Street table and pay the associated fee.

4. The Student Union Associate Director for Event Services or designee reserves the right to determine that specific dates are not appropriate for canvassing due to the congested nature of the entire facility i.e. Open House, Involvement Fair, etc.

5. All applications must be received by the Student Union Event Services Office at least three business days prior to the desired canvassing date(s). A maximum of five days can be submitted on one form.

6. A copy of any materials that will be distributed as part of the canvassing event must be included with the application. The purpose of this requirement is to identify materials related to a particular event for housekeeping purposes. Content of materials is at the discretion of the canvasser.

7. The Student Union Associate Director for Event Services or designee will notify the canvasser via email that the application to canvass has been approved/not approved.
8. There will be a maximum of four canvassing permits approved for any given day in the Student Union. These are granted on a first come, first served basis. There is a limit of two individuals per approved canvassing event. Canvassing may take place during regularly scheduled business hours of operation. The Student Union Associate Director for Event Services or designee has the authority to alter these limits when deemed appropriate.

9. Canvassing in the Student Union may take place in two areas. They are Union Street, located on the first floor, and the Food Court terrace which is located on the second floor, overlooking the Food Court. Individuals canvassing on Union Street may not be located in a manner which will block access to tabling activities. Canvassers must keep the Information Center and Ticket Booth clear at all times and cannot restrict access to other operations located within canvassing areas i.e. Convenience Store, Outdoor Center, etc.

10. At the start of the canvassing event, the canvasser must check-in with the Information Center staff. The staff will verify that the canvasser has been given permission to canvass on that date. The canvasser will be provided with a map clearly identifying the approved canvassing areas. The canvassers will also be provided with identification badges that must be worn at all times. At the conclusion of the canvassing event, the canvasser must notify the Information Center staff that they have finished their activity and that the canvassing areas have been cleared (See item #17). They must return the ID cards at that time as well.

11. All entrances must be kept clear at all times so that access in and out of the Student Union remains unhindered.

12. All materials must adhere to Responsibilities of Community Life: The Student Code and must contain the name of the sponsoring individual or organization.

13. Canvassers must be aware that to intimidate, harass, abuse, or threaten another by use of physical or nonphysical means is a violation of Responsibilities of Community Life: The Student Code

14. Canvassers must respect any form of contact refusal.

15. Canvassers must carry photo identification with them at all times and readily show identification to any Student Union staff when requested.

16. Canvassers may not use amplifying devices (including bullhorns) or other techniques that might disturb the peace in the Student Union or restrict the rights of other individuals in their efforts to participate fully in the life of the University within the Student Union.

17. At the conclusion of the canvassing event (identified as the time when the ID cards are returned to the Information Center), the canvasser is responsible for collecting distributed printed materials that were discarded throughout the Student Union. Materials found thirty minutes after the canvassing has concluded will not be the responsibility of the canvasser.
18. The University of Connecticut and the Student Union are committed to minimizing their carbon impact on the environment. Canvassers are strongly encouraged to join in this effort when considering canvassing methods and printed materials.

19. Canvassers that do not follow these policies will be asked to discontinue the canvassing event immediately and will not be permitted to return without approval from the Student Union Associate Director of Event Services or designee. Student conduct issues will be forwarded to the Office of Community Standards.

20. This policy will be considered a pilot program and will be reviewed annually by the Student Union Board of Governors Policy Council. The first review will take place in December 2010.
There are six locations along Union Street available for groups to use for informational purposes, concessions, etc. The space for each location is limited to one six-foot skirted table and two chairs (two chairs maximum are allowed at each table) that are provided by the Student Union. The table must remain in the location identified at the time of setup, and chairs must remain behind the table at all times. Union Street tables will be skirted by the Student Union staff, and the skirts may not be removed for any reason.

- All materials (i.e., flyers and boxes) must be stored under the table and removed each day. No overnight storage is allowed.
- Signs and merchandise may be attached to the front of a Union Street table. The use of additional display structures (including sandwich boards) is prohibited.
- Signage can be hung, using painter’s tape only, at Union Street tables 4, 5, and 6.
- The table must be staffed for the duration of the reservation. Representatives from the group must remain within arm’s length of the table at all times and may not call out to passers-by. Aggressive marketing is not permitted. Customers must be allowed to self-select to participate at the table.
- Activity at the Union Street tabling space must be conducted within an arm’s length of the table. Groups cannot put tape on the floor around their table for any reason.
- No audio equipment is permitted at Union Street tables.
- Access to electricity is limited to Union Street tables 4, 5, and 6.
- The use of sternos is not permitted at Union Street tables.
- “Giveaways” must be available without condition of participation in the promotion or business activity. The Student Union will post signage indicating that the giveaway is available without condition.
Rock Painting Policy

Adapted from https://uconntact.uconn.edu/organization/sos/documentlibrary

The tradition of rock painting, properly regulated, has a positive impact on campus. It provides an outlet to show school spirit and pride in individual organizations.

This policy and corresponding guidelines are put forth in an effort to address the following needs relative to rock painting:

- To foster pride within student groups
- To keep the campus beautiful and environmentally sound, and to protect investments in new and renovated facilities

The painting of rocks and other forms of University of Connecticut landscape is prohibited with the exception of the following list of rocks, which are the official “paintable” rocks located on University of Connecticut Property:

- The Rock – across from North Garage
- Towers Rocks – bottom of the walkway to Towers behind St. Thomas Aquinas Church
- Buckley/Shippee Rock – on the south side of the road leading to the Buckley/Shippee parking lot

NOTE: The rock face on South Eagleville Road, across from Mansfield Apartments, is NOT a paintable rock as of April 1, 2013.

Rock Painting Guidelines

- Those painting rocks will ensure that the area is left in a clean condition. They will remove all materials and litter from the site and properly dispose of all paint.
- Nearby objects shall not be painted.
- Only water based latex paint is allowed.
- In light of concerns regarding unhealthy competition to get the rocks painted, please observe the following Rock Painting Etiquette:
  - Entire rock must be painted. Due to the amount of time and planning it takes to paint, it is expected that new painting will completely cover the rock.
  - Painting the rocks should be a fun, voluntary activity. Members or potential new members shall not be required or forced to paint the rock; this is considered a hazing/harming activity.
  - Other groups will not interfere with those painting rocks. People have the right to paint rocks without being bothered, harassed or demeaned.
  - There will be no guarding of any rock. Members or potential new members shall not be required or forced to guard the rock; this is considered a hazing/harming activity.
  - Once painted and dry, other groups may paint over the work.
  - Tagging letters, names, or symbols over other groups’ paintings is prohibited.
  - All rock painting will be done sober. No drinking or drug use is permitted while painting rocks.
- Disruptive behavior will not be tolerated at the rock sites. This includes loud music.

**Enforcement**

A plaque will be installed near each of the designated rocks indicating: “This rock is one of the ‘Spirit Rocks’ on the University of Connecticut Storrs Campus. Painting these rocks has become a well-established and valued tradition for student organizations. The rocks are used to promote pride and excitement within student groups, as well as providing an opportunity for students to show their spirit to the University Community.”

Information about appropriate types of paint, as well as Rock Painting Guidelines / Etiquette (listed above) will also be placed on/near each rock.

Enforcement of the policy and rock painting guidelines will be coordinated by Student Activities and associated staff, as well as University law enforcement personnel and Community Standards. Violations of the policy and guidelines may result in disciplinary action toward individuals and/or groups.
Homer Babbidge Library Posting Policy

Adapted from http://www.lib.uconn.edu/about/policies/bulletinboard.html

For Homer Babbidge Library Bulletin Boards on Levels A, 2, 3, 4 and in the Plaza West Lobby

Posting Periods
- *Personals* (lost & found, for sale, for rent, etc.) can be posted for as long as two weeks if posted on the 1st of the month or the 16th of the month. Personals are removed on the 15th and last day of each month. Personals can be re-posted unlimited times.
- *Individual events* are posted until the day after event.
- *Continuing events* can be posted for the semester.
- Every item is removed and Bulletin Boards are completely cleaned the first week in January and the last week of Summer Session II (August).

Posting Regulations
- Post only one item per bulletin board. Multiple postings will be removed.
- *Poster size* is limited to 11” x 17”. Items larger than 11” x 17” may be allowed at the discretion of Library Security.
- Use only masking tape (available at the Plaza Level Security Desk) when posting items on Levels A, 2, 3, 4.
- Use only tacks when posting items in the Plaza West Lobby—please do not use staples or cellophane tape.
- Please be considerate of other people’s postings—don’t cover or remove them.

General Policies
- Bulletin Board use is governed by the University’s *Policy on Harassment*
- Postings are limited to the designated bulletin boards—items posted elsewhere will be removed.
Homer Babbidge Library Tabling Policy

Adapted from http://www.lib.uconn.edu/about/policies/studenttables.html

General Policies

- Two student activities tables are located in the Homer Babbidge Library’s North Entrance vestibule (on Fairfield Way). These tables are reserved for the use of Student Organizations with Tier II or Tier III status.
- Tables must be booked at least two business days in advance of the event.
- Tables are not to be removed from the vestibule or relocated within the vestibule.
- Seating is limited to two persons per table.
- Each student group must bring its own equipment and supplies.
- Temporary signage may be posted on the tables, but must be removed at the end of the reservation.
- Student activity groups are responsible for leaving the area clean and orderly. Table surfaces are to be cleared and all refuse placed in trash receptacles.

Reserving a Table

To reserve a Student Activities Table:

- First apply for an account in the Event Management System (EMS) http://virtualems.sa.uconn.edu/
- Once your Event Management System (EMS) account has been authorized (about 48 hours), you may submit an online request for HBL Student Activity Table 1 and/or HBL Student Activity Table 2.
- After you have submitted a request, it will be reviewed and a confirmation notice will be emailed to you within two business days.
Residence Halls Posting Policies

Adapted from http://www.reslife.uconn.edu/policies.html

Posting is defined as public display of any informational or promotional materials. Residential Life has designated space in the residential areas for the purpose of providing a place for groups and organizations to market their activities, events, information, programs, and services. Posting materials may include, but are not limited to: banners, flyers, leaflets, notices, posters, or signs placed or affixed in public space for the purpose of advertising activities, programs or services. Only university departments, faculty, recognized student organizations, and candidates for student government office are eligible to post materials in the residential areas.

To request to post in the residence halls, submit an original sample (before copying) for approval and stamping to the Residence Education Office in Holcomb Hall, unit 4238. The posted material must clearly identify the name of the sponsor or student organization, date(s) of the events, and contact information.

Once a sample is approved, departments and organizations requesting permission to post materials must separate the posting materials based on the distribution list provided to ensure a timely delivery to the residential areas. A distribution list outlining the residential areas may be obtained from the Residence Education Office in Holcomb Hall (860-486-0353).

- When posting in select residential areas: Copies must be received at least five working days prior to the event. Posting material will be reviewed by the appropriate Assistant Director of Residence Education.
- When posting in all residential areas: Copies to post must be received at least seven working days before the date of the event. Posting material will be reviewed by the appropriate Associate Director of Residence Education.

Furthermore;

- Promotional materials may only be posted on bulletin boards or other designated areas approved by the Assistant Director or the Associate Director of Residence Education in Residential Life.
- Posting is not permitted on the walls, windows, or doors in any residential area.
- Posting is not permitted on buildings, lampposts, blue lights or sidewalks surrounding the residence halls.
- Chalking is not permitted in any areas inaccessible to rain, or on any vertical surface.
- Only one flyer per activity is allowed on a bulletin board or in a designated area and no posting may infringe upon another previously posted sign.
- Only tacks or staples (for bulletin boards) and masking tape (for other designated areas) may be used.
- Recommended sizes for flyers are 8.5" x 11", 8.5" x 14" or 11" x 17". Due to limited posting space, any posting material exceeding 11" x 17" will not be approved.
- Flyers with expired event dates will be removed. Signs posted for longer than four weeks may be removed.
• Promotional materials will be removed and appropriate actions may be taken in the event that an individual or organization fails to adhere to the aforementioned policy guidelines. Residential Life reserves the right to not approve any posting due to space or time limitation, or inappropriate content.
• If you wish to post flyers in the Dining Halls, please contact Dining Services at 486-3128.
• All matters for posting not covered under this policy must be approved in advance by the Associate Director of Residence Education (or a designee).
Residence Halls Canvassing Policies

Adapted from http://www.reslife.uconn.edu/policies.html

The Residence Education Office has extended canvassing hours during the voting period. Campaigns are eligible to request canvassing passes for the following dates and times, in addition to the designated days and times specified in the policies:

- March 6th and March 7th, 2014, from 7PM to 10PM
- March 8th and March 9th, 2014, from Noon to 6PM

Additionally, the candidates are reminded that all canvassing applications are to be submitted to the Residence Education Office, in Holcomb Hall. The passes will be picked up, however, in the USG Office, as directed by the Residence Education Office.

Door-to-door political canvassing in University owned housing is limited to the purposes of conducting voter registration or to campaign for a political candidate or issue contested by vote. This includes campus, local, state and national elections. Political canvassing does not include the option to solicit money for any purpose (campaigns, charity and commercial alike).

Designated days and times for approved canvassing are Monday, Tuesday and Wednesday 7:00 p.m. – 10:00 p.m.

- Any recognized student organization (registered with Student Activities), candidates for any elected university position, or local, state or national candidates for elected office may apply to canvass at the Residence Education office, in Holcomb Hall.
- All applications must be completed and received at least three (3) business days (Monday-Friday) prior to the desired canvassing date, so that applications can be reviewed and access to buildings can be arranged. Application can be downloaded at http://www.reslife.uconn.edu/docs/Policies/Political_Canvassing_Form-02-22-2013.pdf and submitted to livingoncampus@uconn.edu.
- No more than five (5) applicants may canvass a residential area (i.e., North Campus, Alumni, Northwest, etc…) on any designated night.
- Residential Life staff will notify applicant if canvassing request has been approved and details on how to gain access to the residential areas.
- All canvassing will be monitored or escorted by Residential Life staff or otherwise designated members of the residential community.
- Any materials must adhere to the Responsibilities of Community Life: The Student Code (http://www.dosa.uconn.edu/student_code.html) and must contain the name of the sponsoring individual or organization.
- Canvassers must be aware that to intimidate, harass, abuse, or threaten another by means of use or threatened use of physical or nonphysical force is a violation of the Responsibilities of Community Life: The Student Code. Individuals who believe that they have been intimidated, harassed, abused, or threatened may file a complaint with their Community Assistant, Hall Director or Community Director, or UConn Police Department.
- Canvassers may not use amplifying devices or other techniques that might disturb the peace on the floor, in hall or surrounding communities.
• Canvassers must respect any form of contact refusal by a member(s) of the residential areas within which they are canvassing. Residential students may place a sign on their room, suite or apartment door indicating “NO CANVASSING.” Canvassers will respect residents’ wishes to not be disturbed.
• Canvassers are required to carry their UConn identification card with them at all times. Candidates who are not members of the UConn community will be issued temporary identification that must be worn at all times.
• Canvassers who do not adhere to the aforementioned policy guidelines will be required to leave the residential areas immediately.