



Posting Regulations for Areas and Facilities

Thurgood Marshall College Residential Life

POSTING REGULATIONS

1. Requests for posting materials at Thurgood Marshall College Residence Halls/ Apartments must be submitted to the Office of Residential Life for approval.
2. All advertisements must include:
 - a. Nature of the event
 - b. Sponsorship
 - c. Event date/time
 - d. Event location
 - e. Contact information
- ❖ **Materials may not be posted until one week prior to the event and must be removed promptly following the event (within 2 days).**
3. **Programs/ events sponsored by Thurgood Marshall College will be given priority and take precedence over other UCSD events. Due to the high number of UCSD-affiliated organizations, we are not able to grant permission for postings and events that are exclusive in nature. For these events and organizations, please use general UCSD public posting areas around campus.**
4. Eligibility will be determined by the following criteria as space is available:
 - a. Thurgood Marshall College Residence Halls/ Apartments activities.
 - b. Activities that support Thurgood Marshall's goals and philosophy.
 - c. Activities or services of the University which are determined to enhance students' personal or educational goals.
5. Judgmental discretion and/or exceptions to the above shall be exercised by the designee.
6. All materials will be reviewed by TMC staff and available for pick up 24 hours after being dropped off. However, offensive materials (racist, sexist, exploitative, exclusive, or discriminatory in nature) are prohibited.
7. **A maximum of twelve (12) flyers are allowed per event. Flyers are not to exceed 11" by 17" in size.**
8. Posting on the exterior of any building is prohibited. Posting must not deface, scratch, mark, or damage in any way the surface of any posting area. Other prohibited areas include glass areas (windows, doors), sidewalks, trees, cement pillars, lampposts, bollards, and the ground. Use of blue tape or twine, when appropriate, is recommended.
9. Thurgood Marshall College organizations may be exempt in some situations from the above policies with the approval of Marshall Residential Life. (For example, the following Marshall College events may be allowed to exceed the maximum number of postings: Marshallpalooza, Spirit Night, and Cultural Celebration.)

AREAS FOR POSTING FLYERS

1. Ocean View 4th floor, on the North side, by the back stairs
2. Public bulletin boards (Near the bridge connecting 4th floor to ResHalls)
3. On the side of the trash cube in the cul-de-sac
4. On the back side of the trash cube by the laundry room in Uppers
5. Upper apartment laundry room in J Building

IMPORTANT NOTES:

- Posting materials placed in other areas of Thurgood Marshall College (Sequoyah bridge, for example) must be approved by the Thurgood Marshall College Dean’s Office.
- Soliciting (including advertising parties/ clubs or campaigning of any sort) is not allowed in the Residence Halls and Apartments. If anyone comes to your door soliciting or leaves cards, call the R.A. on duty (858-945-7154), the Office of Residential Life (534-4340) or the University Police (534-HELP).
- Failure to comply with these policies will cause your flyers to be removed. Any group or individual who flagrantly or consistently violates these policies will be restricted from further use of posting areas and/ or will be brought to the attention of the Dean for further disciplinary action. Specifically, restrictions can include:

	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
No approval stamp/ signature	<ul style="list-style-type: none"> ● Posting restriction for 1 quarter 	<ul style="list-style-type: none"> ● Posting restriction for 1+ year 	<ul style="list-style-type: none"> ● Referral to Dean
Posting/ Littering in unauthorized areas	<ul style="list-style-type: none"> ● Removal of posting 	<ul style="list-style-type: none"> ● Posting restriction for 1+ quarter ● Incident(s) reported to CSI or other appropriate University official 	<ul style="list-style-type: none"> ● Posting restriction for 1+ year ● Further restrictions reported to Dean of College
Photocopying approval stamps and/ or distributing multiple copies of cards, flyers, posters, etc.	<ul style="list-style-type: none"> ● Incident(s) reported to CSI or other appropriate University official ● Removal of posting 	<ul style="list-style-type: none"> ● Posting restriction for 1+ year ● Incident(s) reported to CSI or other appropriate University official ● Removal of posting 	<ul style="list-style-type: none"> ● Further restrictions reported to Dean of College