

# POSTING PROCEDURES

Campus Life & Event Services  
Southeast Missouri State University

University Center 414  
573.651.2280  
campuslife@semo.edu



## Where May I Post?

University Information Boards are reserved for University departments or student organizations **ONLY**. (See page 2 for a listing of these boards.)

Postings on University Information Boards must include:

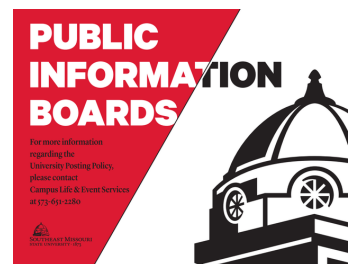
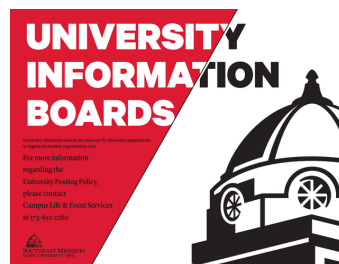
1. Name of the sponsoring department/organization
2. Contact information
3. Expiration date (or date of the final event)

All postings will be removed that:

- Do not have an expiration date or for which the expiration date has passed.
- Were not created by a member of a University department or recognized student organization.
- Advertise an event which violates University policy (e.g. alcohol on campus).
- At the end of each semester, all University Information Boards will be cleared.

## Where May I NOT Post?

No posters, signs or other articles shall be pasted, nailed, taped, stapled or otherwise attached to any part of glass, wood or painted walls/door frames of University buildings, light posts, telephone poles, trees, trash receptacles, or automobile windshields. Posting may only occur on bulletin boards provided throughout campus. Look for the following signs to indicate the proper boards for postings:



## Public Information Boards

Public information boards are available for any individual or organization who is or is not affiliated with the University.

- Brandt - Second floor near entrance across from room 205.
- Kent Library - First floor across from elevator
- Serena - Second floor across from 204
- Scully - Second floor across from room 238
- University Center - First floor west entrance near elevator

# University Information Boards

## Academic Hall

- Lower level next to the Cashier's window

## Brandt

- First floor across from stairwell
- Second floor near room 205

## Carnahan

- Inside student lounge, room 106, near door 106A
- Across from room 111
- Outside room 206

## Crisp

- With recent renovations, locations are yet to be determined

## Dempster

- First floor north stairwell
- First floor south stairwell

## Grael

- With recent renovations, locations are yet to be determined

## Johnson

- First floor near women's restroom
- First floor, near men's restroom
- Second floor across from room 200

## Kent Library

- Third floor outside or across from elevator
- Fourth floor near elevator

## Recreation Center

- Near the locker room entrance

## Parker

- First floor near Copy Center
- Outside of room 103

## Residence Halls

- Please contact Residence Life, 573.651.2274, Towers First Floor, for information on posting in the residence halls. Typically need 105 copies.

## Rhodes

- First floor in breezeway across from Magill
- First floor north breezeway
- Second floor main entrance across from Scully

## River Campus

- Seminary Building: four boards-one on each stairwell landing
- Cultural Arts Center: one board near the box office

## Scully

- First floor stairwell near entrance
- Fourth floor across from student lounge

## Seabaugh Polytechnic

- First floor east entrance across rooms 111 & 112
- First floor across from student lounge between 114 & 115
- Second floor between rooms 204/205

## Serena

- Second floor near middle entrance facing Academic Hall
- Second floor across from elevator

## Towers Complex

- First floor near main entrance across from restrooms and mailboxes
- Second floor walkway between the cafeteria and Towers North & Towers West

## University Center

- First floor near Bookstore entrance
- Second floor—CSI Bulletin Board



# Freedom of Expression Guidelines

The exchange of ideas is critical to the University's mission and is central in the University's role to "challenge students to extend their intellectual capacities, interests, and creative abilities; develop their talents; and acquire a lifelong enthusiasm for learning" (Southeast Mission Statement, 2015).

## Members of the University Community

The University encourages students, faculty, and staff to exercise the right of assembly, free speech, and expression throughout the campus. The outdoor areas of the Southeast Main Campus, River Campus, and Regional Campuses are considered traditional public forums areas. Protests, rallies, demonstrations, and other similar expressive activities are not permitted inside any University building. In support of free expression, the University encourages the use of, but does not restrict, expressive activities to designated public forum areas.

## Non-Affiliated Organizations or Individuals (Non-Commercial Activities)

Expressive activities by any non-University organization or individual are permitted in the public forum areas.

Public forum locations for individuals and groups which are not members of the University community include:

- Academic Hall terraces; the green space area to the east of Academic Hall;
- The fountain area and green space in front of Kent Library;
- The green space to the south of Scully Hall;
- The Johnson/Rhodes/Magill quadrangle.

Additionally, public forums are provided on the city sidewalks and right of ways that are adjacent to multiple areas of the Southeast Main Campus, River Campus, and Regional Campuses. Any rally, protest, demonstration, or similar expressive activity conducted by organizations or individuals that are not members of the University community must be registered with the University. Non-affiliated organizations or individuals must contact the Office of Campus Life and Events Services at 573.651.2280 to register their activity. Reservation of these spaces is provided on a first come first serve basis and approval is provided on a content neutral basis. Any denial of a reservation will include the reason for the denial.

## Time, Place, and Manner Restrictions

The following time, place, and manner restrictions apply to public forum location as well as to expressive activities by members of the University community across all other areas of the campus. These restrictions include:

- The activity does not create unreasonable safety risk to any participant, bystander, or University property;
- The activity does not disrupt the academic mission or daily operation of the University;
- The activity does not unduly disrupt vehicular or pedestrian traffic;
- The activity does not damage or destroy University property, including buildings, grounds, vehicles, or equipment. The location(s) must be left in its original condition at the conclusion of the event. The group or individual damaging University property is responsible for costs directly associated with the repair to the damaged property or area;
- The activity does not violate City of Cape Girardeau, or other relevant municipal ordinances or state or federal laws;
- The activity does not utilize amplification equipment that interferes with the educational mission of the University. Any use of amplification equipment is limited to one of four designated public forum areas;
- The activity does not include expression that is not protected speech. This includes expression that is obscene, defamatory, consists of fighting words, represents direct threats of physical harm, or insightful of imminent lawless action.