

(ii) any reaction expected in response to the viewpoints expressed.

(d) **Amount of Security Costs.** The costs for DPS security staffing may vary, depending upon such considerations as whether the event will occur on a weekday or weekend, during the day or evening, etc. Please contact DPS to obtain the cost per hour (or overtime hour) for security personnel. There is no minimum number of hours required for use of security personnel. These costs may be updated at the beginning of each academic year by the **DPS**

COMMON AREA, ACADEMIC AND NON-ACADEMIC SPACE EVENT POLICY

- (a) **General Statement of Policy.** Free and open association, discussion and debate are important aspects of the WMU educational environment, and should be actively protected and encouraged, even where positions advocated are controversial and unpopular. These policies have been formulated to provide for the greatest possible range of programs and activities for members of the University community, while at the same time both: (1) protecting individual safety; and (2) assuring an orderly and safe conduct of a particular event as well as the general functioning of the University.

- (b) **Outdoor Common Spaces.** WMU will not restrict free expression in “areas generally available to students and the community,” defined as grassy areas, walkways or other similar common areas. This definition governs the phrase “areas generally available to students and the community” as it is used in this policy. These areas generally available to students and the community are designated public forums. All areas generally available to students and the community, including recognized

- (i) All requests for use of Indoor Space, whether public or nonpublic, must be made online at <http://www.wmich.edu/studentcenter/reservation/>. All requests must be made at least ten (10) days prior to the event for which space is requested. This time limit is necessary, in part, so that the request may be coordinated with the Department of Public Safety and WMU's Event Security Policy. Requests made less than 10 days prior to the date of use will be considered, where possible, where exigent circumstances, su

FLYER/POSTER POSTING GUIDELINES

- (a) **General Statement of Policy.** After first obtaining permission from the Student Activities and Leadership Programs Office (“SALP”). Students, RSOs, and members of the community may post flyers or posters of up to 14” x 22” on kiosks, and under certain circumstances on bulletin boards in academic buildings, and may chalk on WMU sidewalks, subject to this policy. SALP will date stamp the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement “SAF Funded” on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (b) **Flyers.** Students, RSOs, and members of the community may leaflet or otherwise hand out flyers or other printed material in areas generally available to students and the community. No advance permission is required for any such dissemination of printed materials. No person shall be forced to accept distributed materials.
- (c) **Prohibited expression and means of expression.** No flyer or poster shall be posted that utilizes one of the following prohibited expressions or means of expression:
- (i) **Disruption.** Flyers and posters may not be used, posted, or handed out in such a manner as to disrupt or interfere with WMU’s educational mission, including teaching, research, administration, and other authorized campus activities, or with free and unimpeded flow of vehicular or pedestrian traffic.
 - (ii) **Property Damage.** No flyer or poster may be used or displayed in a way that damages or defaces WMU property or the property of any person who has not authorized the speaker to deface his or her property.
 - (iii) **Improper Posting.** Postings are not permitted on any trees, buildings, walls, doors, windows, utility poles, wires, fire hydrants, parking meters, light poles, trashcans, public signs, or any other structure or natural feature not specifically identified for posting purposes on campus. Violators will be charged full restitution for costs to remove such literature from the unwarranted areas.
 - (iv) **Incitement.** No person shall make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of local, state or federal law or ordinance under circumstances such that the statements are likely to actually and imminently incite or produce violations of law or ordinance.
- (d) **Size and quantity.** Posters or flyers must not exceed 14” by 22.” No more than two posters per event/activity may be placed per kiosk or bulletin board.
- (e) **Flyers and posters on kiosks.** WMU students, faculty, administrators and RSOs may post signs on kiosks. Posts made on kiosks must be taped. Individuals may not post on kiosks any sign advertising goods or services for sale. SALP will date stamp

the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement “SAF Funded” on all publicity documents. Failure to do this may result in subsequent loss of funding.

- (f) **Flyers and posters on bulletin boards in buildings.** Bulletin boards in academic and other buildings not specified in subsections (j), (k) or (l) below are nonpublic posting spaces curated by the Student Activities and Letude(s) -0.2 () 0.2 p ET **Q** 0

- (j) **Bernhard Center.** Flyers or posters to be posted in the Bernhard Center must first be approved by SALP. Copies of the posting should be delivered to the SALP Office, as described in paragraph (d) and its subparts. SALP will date stamp the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement “SAF Funded” on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (k) **Student Recreation Center.** Flyers or posters to be posted in the Student Recreation Center (“SRC”) must be approved by SALP prior to being submitted to University Recreation. A maximum of 12 copies of promotional materials may be submitted for posting. The SRC also has a display case available for a weekly fee of \$5. For more information, please contact Cindy VanderWoude at (269) 387-3115. SALP will date stamp the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement “SAF Funded” on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (l) **Residence Hall Posting Guidelines.** Organizations wishing to advertise in the residence halls must have all flyers stamped “Approved” by the Office of Residence Life. An original flyer should be brought to the Residence Life office, located in the Faunce Student Services Building, to be approved for distribution. Copies of approved flyers are to be returned to the Office of Residence Life, and Residence Life staff will post them in the halls. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement “SAF Funded” on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (m) **Chalking.** Chalking on WMU property is permitted only as follows:
- (i) Chalking is permitted only on sidewalks of WMU grounds that are exposed to weather and not covered by a roof or overhang.
 - (ii) Materials used to mark sidewalks must be water soluble, environmentally friendly, non-toxic stick chalk. The use of markers, paints, oil-based products, spray chalk, or other types of markers or liquids, is prohibited.
 - (iii) S 350.16 .2 (pra)c (d t) 0.2 (o m) 0.2 (a) 7 thatrs or liquids, is prohibited.

