

**UC San Diego
University Centers (Price Center and Student Center)**

PRICE CENTER POSTING POLICY

Approved by the University Centers Advisory Board (UCAB), November 2008

PURPOSE

As the community center of the campus, the mission of University Centers (Price Center and Student Center) is to provide a welcoming environment to all; meet the daily needs of the campus; enrich students' experience of campus life; encourage members of the campus community to gather, interact, and exchange ideas and opinions; and strengthen students' connection and affiliation with UC San Diego.

The Price Center Posting Policy is in place to allow student organizations and campus departments to promote events, activities and programs that encourage community, involvement, diversity, exchange of ideas and opinions, and to strengthen students' connection and affiliation with UC San Diego.

**Price Center Posting Policies
FOR UCSD STUDENT ORGANIZATIONS**

Approved Posting Locations

FLYERS AND POSTERS:

- May be taped to unpainted vertical concrete surfaces only using blue painters tape (no duct tape please), or attached to the posting boards in the Plaza Food Court, Atrium Food Court, Theatre Lobby, 2nd, 3rd, and 4th floor posting boards in the Price Center East.
- Only one flyer or poster, per event, may be attached to each of the posting boards in the Plaza Food Court, Atrium Food Court, Theatre Lobby, 2nd, 3rd and 4th floor posting boards in the Price Center East.
- Flyers and Posters may not exceed 11 x 17 inches.
- Stacks of flyers may be left in designated locations only.

TABLE TENTS

- Table tents must be associated with an event or program that is open to all UC San Diego students. On occasion, informational table tents may be approved if demand for event specific table tents is low enough.
- Table tents may only be placed in reserved spaces. An acrylic stand will hold ¼ page table tents (4 ¼ x 5 ½)
- Table tents should include the event date, time, and location. If informational, table tents should include sponsoring organization.
- Request a table tent reservation online at: PC reservations.

- Table tent reservations are limited, and priority is given to student organizations, events held in the Price Center or Student Center, student specific messages, university messages, and campus departments.
- Table tent reservations run for 1 week, and your request should be submitted at least 2 weeks prior to the run date. All table tents are removed on Sunday
- Table tents without a reservation, or placed in undesignated locations are subject to immediate removal.
- Table tent should be 4 ¼” wide x 5 ½” tall. This is a quarter page of an 8 ½” x 11” piece of paper. Table tents will be placed in an acrylic holder.
- The name of the sponsoring organization or department must be included on the table tent.

BANNERS IN PRICE CENTER PLAZA:

- May be attached with string, rope, or plastic zip ties (no tape) from all level 2 and 3 railings facing the Plaza EXCEPT IN FRONT OF THE BOOKSTORE.
 - The UCSD Bookstore is not a department of the University Centers and they manage their own exterior storefronts.
 - They do not permit banners or flyers to be posted within 12’ of their exterior walls without their permission.
- Banners must be associated with a campus event, open to all students, contain at least one upcoming date, and identify the name of the sponsoring student organization on it.
- Banners must not be weighted with heavy objects (i.e., rolled newspaper, aluminum cans, etc.) since in the past they have fallen and caused injuries. Only one banner per event may be posted.
- Banner space in the Price Center Plaza is on a first come, first served basis.
- Banners may hang for no more than 2 weeks.
- Only 1 banner per event or organization may be hung in the Price Center Plaza during any given time period.

BANNERS IN PRICE CENTER ATRIUM:

- Banners may be attached with string, rope or zip ties (no tape) on the 2nd level railing along the east railing (same side as Cross Cultural Center) and south railing (same side as the Loft).
- Banners may hang no lower than the railing metal mesh, six feet.
- Banners may hang for no more than 2 weeks.
- Banners must be associated with a campus event that is open to all students, contain at least one upcoming date, and identify the name of the sponsoring student organization on it.
- Only 1 banner per event or organization may be hung in the Price Center Atrium during any given time period.
- Banner space in the Price Center Atrium is on a first come, first served basis.

BANNER SLEEVES:

- The University Centers provides clear plastic banner sleeves to protect paper banners from rain and wind, and to make hanging a banner easy and safe. The banner sleeves measure 6' wide by 3' tall.
- Use of the banner sleeves is optional. Student organizations may hang paper banners without using a banner sleeve.
- The banner inside the sleeve must be associated with an event, contain at least one upcoming date, and identify the name of the sponsoring student organization on it. One banner sleeve will be issued per event.
- Student organizations can check out a banner sleeve from the EDNA information desk in the Price Center Atrium. Students picking up the sleeve must present their banner and a valid UCSD student ID to the desk attendant. The EDNA desk attendant will check your ID to make sure it's valid, but will not hold it.
- After receiving the banner sleeve, the student organization may hang its banner in any vacant space along the 2nd and 3rd floor railings where the hanging hardware (clips and cables) are located.

Posting Locations

- **Interior:** Posting allowed on designated posting boards in the Plaza Food Court, Atrium Food Court, Theatre Lobby, 2nd, 3rd, and 4th floor Price Center East.
- **Exterior:** May post on any vertical concrete surfaces with the following exceptions:
 - **Exterior Posting Restrictions:**
 - ✓ **Bookstore:** Within 12' of the UCSD Bookstore or Sunshine Store exterior walls
 - ✓ **Landscaping:** Ground, trees, grass (no staked flyers or banners), or planters
 - ✓ **Building Surfaces:** Marble (beige) walls, glass, stucco, or painted surfaces
 - ✓ **Fixtures:** Lights, drinking fountains, surfaces adjacent to water fountains, Plaza concrete circle-stage, awnings, or stairway railings
 - ✓ **Furniture:** Tables, chairs, trash cans, ash cans, or recycling bins

Removal of Flyers and Banners

- All flyers, posters and banners posted inside or around the Price Center (including the ATM machines) are removed every Sunday before 3:00pm by the University Centers Custodial Services staff, with the exception of Associated Students Programming and University Events Office cloth banners, which are excluded from this weekly removal procedure.
- Flyers and banners posted in unauthorized areas or which are hung in a manner that presents a potential safety hazard will be removed.
- Sponsoring organizations should remove all flyers and banners within 48 hours after the associated event, in accordance with UCSD Posting Policies (see below).

- The University Centers is not responsible for maintaining or securing flyers or banners.

Balloons

- Balloons of any kind are not allowed in the Atrium. Smoke sensors along the ceiling of the atrium may be activated if a stray balloon passes by them causing a false fire alarm.

Questions? Please call (858) 534-7666

Please refer to the UCSD Posting Policies below for additional information.

[UCSD Campus-wide Posting Policies](#)