

UNIVERSITY OF HOUSTON
Campus Facilities Planning Committee
Agenda Item Description Form

1. **Item:** Information Kiosk
2. **Requesting Department:** Facilities Management
3. **Contact Names & Phone Numbers:** Roger Warner 3-9671
4. **Presenter:** Roger Warner
5. **Recommendation/Action Requested:** Approval
6. **Summary:**

Facilities Management requests the approval of the placement of Informational Kiosks at 7 locations on campus. The kiosks are proposed to provide official locations for students and groups to post information. Currently, information is being taped to light posts, walls and buildings.

The kiosks are constructed of concrete columns with a four-sided powder coated metal framework and panels mounted to the columns. "Information" signage will be mounted to the top of the panels and will be visible on all four sides. The overall height of the kiosk is 78" with 34"x48" panels mounted 30" above the ground.
7. **Proposed Start Date:** December 2011
8. **Supporting Documentation Description:**
 - Kiosk Elevation/3D Model
 - Campus Location Plan
 - Proposed Posting Policy

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Administrative Operations
AREA: General

Number: 03.01.05

SUBJECT: Posting Flyer Information On Outside University Kiosks

I. PURPOSE AND SCOPE

This document provides the guidelines for posting flyers outside at the University of Houston (UH) main campus on university kiosks. The ability to post flyers on UH kiosks is limited to recognize UH student organizations, UH main campus departments, faculty members, staff members, and any UH-registered student.

II. POLICY

Posting flyers outside of buildings at the University of Houston main campus is limited to the 7 kiosks available on campus and other applicable areas designated by [MAPP 13.01.01](#), Freedom of Expression, Addendum A. Other campus buildings, such as the University Center, university libraries, department buildings, and all residence halls have different regulations on posting flyers, as documented in the [Student Handbook](#). The individual or group with flyer information will need to contact the administrator of the exact campus building/office for specific flyer posting guidelines.

Comment [PL1]: Will some of the kiosks be in the 19 "Drop-In" locations documented in MAPP 13.01.01, Addendum A?

III. DEFINITIONS

- A. **Event:** A daily, weekly, monthly or "one time" gathering and/or meeting of a student organization, faculty, staff, and/or UH-registered students at the UH main campus. For more definitions of various types of UH campus events, see [MAPP 09.03.01](#), Event Reservation and Rental of University Facilities, Section III.
- B. **Flyer:** A single-page leaflet advertising an event or activity. Flyer specifications are documented in Section V.A.3.
- C. **Kiosk:** A four-sided, free-standing structure located at various outdoor UH campus areas displaying flyer information. The kiosk structure is made of concrete, the flyer posting area is composed of metal, and an "Information" label is visible on all four sides, located at the top of the kiosk.
- D. **Official University event or activity:** Refers to any event being held at the UH facility, which is open to all or part of the university community, and is being sponsored by a UH division, college, department, or student organization. See [MAPP 09.03.01](#), Section III.
- E. **Posting:** Displaying an announcement or event in a place of public view (kiosk).
- F. **Student organization:** There are more than 500 registered student organizations at the University of Houston, based on campus traditions, student interests and hobbies, social fraternities and sororities, honors organizations, and major academic-focused organizations. See the [Center for Student Involvement \(CSI\) web site](#) for additional information on [currently registered student organizations](#).

- G. University: The University of Houston main campus
- H. University department: A campus unit with the responsibility and/or authority to post flyers on specific departmental events.

IV. LIMITATIONS TO POSTING FLYERS

Posting flyers outside is limited to the open kiosks positioned at different campus areas. Posting information is strictly prohibited in, on, or around the following areas:

Comment [r2]: What about the bus shelters? Should they also be included as a posting area?

- A. All building walls (exterior), bathrooms, columns, doors, concrete walls, painted surfaces, staircases, glass and windows
- B. Campus signs, traffic signs, benches, newsstands, bus stops, sculptures, seating, seating walls and sidewalks
- C. Fixtures, light poles, utility boxes, recycling receptacles, library book drops, trash cans and trees
- D. Picnic table areas, pilings, emergency call telephone areas, mailboxes, motor vehicles and private property

V. PROCEDURES

A. Flyers Guidelines

1. All flyers must be for a UH campus event, including any event open to all students and/or the university community, as well as fraternity and sorority events.

2. Flyers cannot include advertising for personal or commercial gain.

Comment [PL3]: I wasn't sure if advertisements for apartments, textbooks, cars, etc. was included on these kiosks. We can take out this requirement if it is not applicable.

3. Flyer specifications

- a. Printed material must be no larger than 8.5 x 14 inches.
- b. Each flyer must contain
 - 1. Name of the student organization, department, or individual
 - 2. Current specific contact information (Phone number, e-mail address)

NOTE: Flyers without contact information will be removed from the kiosks.

c. Foreign language flyer materials must have the name of the sponsoring organization, department, and/or individual and contact information in English.

NOTE: Foreign language flyers with missing contact information in English will be removed from the kiosks.

d. The University of Houston is committed to establishing and maintaining a safe and civil environment for teaching and learning. As such, the flyer's

Comment [r4R3]: In addition, tutoring services are also advertised this way.

documentation must reflect mutual respect for others; the flyer's content should not insult an individual or group and will not use profanity.

NOTE: Flyers using profanity will be removed from the kiosks.

B. Rules For Posting Flyers to Kiosks

- 1. Flyers should not be hung where they cover up any previously posted current materials, unless the previously posted material is past the date of the event advertised, or **seven days after the current semester has ended (fall, spring, summer).**

- 2. No more than one flyer for each event shall be placed on the kiosk.

NOTE: "Wallpapering" the kiosk is not permitted.

- 3. The student organization, department, or individual posting the flyer to a kiosk is also responsible for removing the flyer in a reasonable time frame.

- 4. In cases where there is a shortage of kiosk space, **_____** shall assign the priority of postings and removal dates.

- 5. Any flyer information remaining on kiosks at the end of a semester will be removed by Facilities Management, which reserves the right to charge for the cost of removal (if excessive) and any associated repairs to kiosks.

Comment [PL5]: In the Student Handbook, all general university boards are cleared before 2 p.m. on the 1st and 3rd Friday of the month. Should we keep with that?

Comment [PL6]: Should this be Facilities Management? Or someone else?

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance
Executive Director, Facilities Management

Review: Every three years on or before September 1

VII. APPROVAL

Executive Vice President for Administration and Finance

President

Date of President's Approval: _____

VIII. REFERENCES

- [MAPP 09.03.01](#) – Event Reservation and Rental of University Facilities
- [MAPP 13.01.01](#) – Freedom of Expression
- [UH Student Handbook](#)
- [University Copy Center](#) and [UH Printing and Postal Services](#) – For help producing flyers

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	TBD	Initial version

UNIVERSITY of HOUSTON

PLANT OPERATIONS

Information Kiosk



