



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Senior Associate Dean of Students, GW
Housing Program
Responsible Office: GW Housing
Program
Origination Date: Not Available

DISTRIBUTION AND POSTING ON DC PUBLIC SPACE

Policy Statement

No signs, advertisements, posters, flyers, handbills, leaflets or other types of paper communications may be distributed or posted on District of Columbia (DC) public space by University members, groups or organizations without prior approval from the GW Housing Program (GWHP), and the DC government where applicable. In addition, the University has separate policies concerning the distribution and posting of materials on University property, such as those of the GWHP, the Law School, the Marvin Center, Ross Hall and the Mount Vernon Campus.

Reason for Policy/Purpose

The purpose of this policy is to promote compliance by University members, groups and organizations with DC laws, regulations and zoning orders regarding distribution and posting of materials on DC public space, and to foster good relations with the communities adjacent to the University’s campuses. Violations of this policy may result in sanctions by the DC Government and/or the University.

Who Needs to Know This Policy

Faculty, staff and students

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Policy/Procedures

I. DISTRIBUTION OR POSTING ON DC PUBLIC SPACE

A. PRIOR APPROVAL BY GWHP

Any request to distribute signs, advertisements, posters, flyers or other types of paper communications on DC public space must be approved in advance by the GWHP who will then forward the request to the DC Department of Public Works/Public Space Maintenance Administration for approval. All requests must be received by GWHP at least four (4) weeks in advance of any planned distribution or posting.

The request must include a sample of the material to be distributed or posted; the name, address and telephone number of the originator of the material; and a description of where/how the material will be distributed or posted.

If approval is not received from DC and the GWHP, no posting or distribution on DC public space may take place.

In order to receive approval to post or distribute materials on DC public space, at a minimum the following guidelines apply:

- a. All distributions and postings must comply with DC law. Appendix A contains a Summary of D.C. Laws relating to Distribution and Posting in DC Public Spaces.
- b. All distributions and postings must comply with University conduct codes, alcohol policies, other applicable University rules and regulations.
- c. Distributions or postings pertaining to University-sponsored or University-related events must clearly display the name “The George Washington University,” the name of the sponsoring student organization or University department, and an English translation of all information.
 1. Materials pertaining to University-sponsored or University-related events may not be distributed or posted more than ten (10) days prior to the event.
 2. All posters, flyers or announcements pertaining to University-sponsored or University-related events must be removed by those posting them within forty-eight (48) hours following the completion of the event.
- d. Materials may be distributed or posted only in approved areas. Distributing or posting materials in non-approved areas such as trees,

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doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, or parking meters may result in sanctions by DC or the University.

B. DC ENFORCEMENT

1. DC law with respect to distribution and posting of materials is enforced by the DC Department of Public Works/Public Space Maintenance Administration and the Metropolitan Police Department.
2. Distributions or postings not in compliance with this policy may be stopped or removed by officials from the DC Public Space Maintenance Administration.
3. Those organizations violating DC Public Space laws are currently subject to a **\$25.00 fine per poster/flyer violation**. Violations must be paid within fourteen (14) days of violation notice to avoid any additional penalties.
4. The DC Public Space Maintenance Administration also requires the violator to remove and properly dispose of each flyer/poster in violation of said policies. In addition, violators must repair any damages incurred by either the posting itself or its removal.

C. UNIVERSITY ENFORCEMENT

1. The University reserves the right to remove any University member, group or organization's posting or distribution on DC public space within the perimeters of the University that violates DC law or this policy. The expense for removal will be charged to the violating individual, group or organization.
2. In addition to any sanctions imposed by DC, postings or distributions by University members, groups or organizations that violate this policy are also subject to University fines, per poster service charges, and/or loss of campus organization registration privileges. Students that violate this policy are also subject to referral to the Office of Student Judicial Services.

Website Address

[GW University Policies](#)

Contacts

For more information on this policy contact: The GW Housing Program at (202) 994-2552.

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Definitions

DC Public Space	Includes telephone poles, street signs, trees, light posts, trash cans, park benches, newspaper boxes, parking meters, etc.
University Member, Group or Organization	A person, group or organization having a formal connection with the University.
University Sponsored/Related Event	Any event that is hosted or approved by the University or the appropriate University department.

Related Information

D.C.M.R. Title 24, §1008 *et seq.* Paper, handbills, circulars and advertising material.

D.C.M.R. Title 21, §701 *et seq.* Handbills, leaflets, and flyers.

D.C. Code §1-1102.10. Identification of campaign literature.

D.C. Zoning Commission Order No. 746-C, dated August 16, 2002, in 1957 E Street Planned Unit Development Case

D.C. Code §22-1511, Fraudulent advertising

Posting and distribution in residence halls: [GWHP - Poster/Flyer Policy](#)

[GW Law School Posting Policy](#)

Posting and Distribution in the Marvin Center:

<http://gwired.gwu.edu/marvincenter/AdministrativeOffices/MarvinCenterandUniversityConferences/MCOperatingPolicies/>

Posting and distribution at the Mount Vernon Campus:

<http://gwired.gwu.edu/mvcl/StudentActivities/EventPlanningatMountVernon/Advertising/>

Appendices

Appendix A	Summary of D.C. Laws relating to Distribution and Posting in DC Public Spaces
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Who Approved This Policy

Robert A. Chernak, Senior Vice President for Student & Academic Support Services

Louis H. Katz, Executive Vice President & Treasurer

Beth Nolan, Vice President & General Counsel

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History/Revision Dates

Origination Date:	Not Available
Last Amended Date:	March 31, 2006
Next Review Date:	March 31, 2010

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Appendix A

Summary of D.C. Laws relating to Distribution and Posting in DC Public Spaces.

D.C.M. R. Title 24, §1008 et seq. Paper, Handbills, Circulars and Advertising Material

Posting and distribution of signs, advertisements or posters *that do not relate to the sale of goods or services* are governed by this regulation, which provides that postings may be affixed on public lampposts provided that the material:

1. Is not lewd, indecent, vulgar or pictorially represents the commission or attempted commission of a crime;
2. contains the date it was initially affixed;
3. is affixed securely to avoid being torn off by normal weather conditions;
4. is not affixed with adhesives that prevent their complete removal from the fixture; and
5. provided that no more than three (3) versions or copies are affixed on one (1) side of the street within one (1) block.

A “Lampost” is a public post erected for the purpose of supporting electric wires.

Within twenty-four (24) hours of posting, two (2) copies of the material shall be filed with an agent of DC along with the name, address and telephone number of the originator of the material.

Affixing material to any tree on public space is prohibited.

Materials may not be affixed for more than sixty (60) days unless they are designed to aid in neighborhood protection from crime, or are of individuals seeking political office DC who have complied with the DC Campaign Finance Reform and Conflict of Interest Act. Political campaign literature shall be removed no later than thirty (30) days following the general election.

D.C.M.R. Title 21, §701 et seq. Handbills, Leaflets, and Flyers

This regulation governs *commercial postings*, and provides that:

- The person or persons responsible for the distribution of commercial or advertising material is responsible for assuring that the material is either distributed directly to persons or attached to doorknobs at private residences or places of business;

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- That the provisions of this section shall not apply to persons who have received a permit from the Director of the Department of Licenses, Investigations and Inspections under 1401 of the D.C. Building Code; and
- Persons distributing such materials shall take all reasonable measures, which may be necessary to prevent those materials from littering streets, sidewalks, or any other public space.

D.C. Code §1-1102.10 **Identification of Campaign Literature**

All newspaper or magazine advertising, posters, circulars, billboards, handbills, bumper stickers, sample ballots, initiative, referendum, or recall petitions, and other printed matter with reference to or intended for the support or defeat of a candidate or group of candidates for nomination or election to any public office, or for the support or defeat of any initiative, referendum, or recall measure, shall be identified by the words “paid for by” followed by the name and address of the payer or the committee or other person and its treasurer on whose behalf the material appears.

D.C. Zoning Commission Order No. 746-C, dated August 16, 2002, in 1957 E Street Planned Unit Development Case

This zoning order, dated August 16, 2004, provides a condition that the University must enforce DC’s prohibition against posting and distributing signs, flyers, leaflets and similar materials on DC public space in and around the University’s Foggy Bottom campus. The University is responsible for reporting violations of this prohibition to the D.C. authorities, and to Student Judicial Services in the case of student violations.

D.C. Code § 22-1511 **Fraudulent Advertising**

This regulation provides that it is unlawful in DC to display, exhibit or distribute to the public in any manner (whether by handbill, placard, poster, picture, film, mail or otherwise) any false, untrue or misleading statement, representation or advertisement with the intent to sell, barter or exchange goods or anything of value, or to induce another person or entity for a valuable consideration to employ the services of the person, association or corporation advertising such services.