



General Posting, Digital & Monitor Policy for University Buildings & Grounds

Effective Date: July, 2018

Office: Student Affairs

PURPOSE:

The posting policy supports the sharing of information on University property in a manner consistent with the institution's mission and applies to registered student organizations, administrative and academic units, individual students, and individual faculty and staff. These materials include, but, are not limited to, flyers, table tents and digital monitors.

REFERENCE DOCUMENTS/

RELATED INFORMATION: List any other policies or information that should be cross referenced.

- [University Alcoholic Beverage Policy](#)
- [Solicitation Policy](#)
- [General Posting FAQs](#)
- [Digital Monitors](#)
- [Brand Guidelines](#)

SCOPE: Students, faculty and staff, and external groups or persons that wish to advertise on campus.

Academic-focused departmental bulletin boards are exempt from this policy.

REFERENCE DOCUMENTS/

RELATED INFORMATION: List any other policies or information that should be cross referenced.

- University Alcoholic Beverage Policy
- [Solicitation Policy](#)

POLICY STATEMENT:

Prohibited Postings

- Placement or display of unapproved posters, flyers or similar materials on any University permanent building, temporary facility, or area to include doors, walls, windows, bathroom stalls, elevators and entry areas, as well as sidewalks, benches, sculptures, trees and shrubbery is prohibited.
- Placement on vehicles, both personal and University-owned, is also prohibited.
- Material deemed inappropriate or does not comply with University policies will not be displayed.
- Events that are limited to invitation only will not be displayed unless the activities target general groups such as specific years or classes (e.g., sophomore class, seniors, etc.).
- Materials not approved, stamped and posted by the Office of Student Affairs will be removed without notice.
- The Health Pavilion and Greyhound Village do not have public posting areas.

Approval Process

The Office of Student Affairs is the designated approver for such materials as posters and flyers promoted by the University, external organizations, businesses and individuals. The review and approval process can be initiated in person at the Office of Student Affairs in Schwitzer Student Center 210. Approved postings will be stamped with the date of posting removal.

- Flyers received might not be posted the same day they are received. Allow a minimum of two business days for review and approval. If a posting is not approved, you may seek an appeal by contacting The Office of Student Affairs.
- Office of Student Affairs staff will post the materials for two weeks following approval. Special approval for postings requesting longer than two weeks may be made in person in the Office of Students Affairs. Nature of event and poster will be considered in these requests.
- In cases when materials are dropped off more than two weeks before the advertised event, the Office of Student Affairs may hold the material and post two weeks prior to the event.
- One flyer per board per event is allowed for display.
- Areas designated for displays are found in Table One.

Table One

DESIGNATED DISPLAY AREAS BY BUILDING				TOTAL DISPLAY AREAS	
CDFAC	1	Martin Hall	5	Display area building total	15
Esch Hall	4	Library	1	Residence halls total	58
Lilly Hall	4	Schwitzer	2	Buildings & res halls total	73

Materials approved for display will:

- Provide the name of the sponsoring group, business or individual on the front of all materials (e.g., posters, banners, flyers, etc.) in a visible manner.
- Be 11" x 17" in size or smaller unless special permission has been granted by the Office of Student Affairs. *Note: obtain permission before printing materials!*
- Reflect a responsible attitude toward alcohol. Publicity for events where alcohol will be served must 1) not overtly or covertly state or imply an invitation to participate in excessive drinking, and 2) follow the University's Alcohol Beverage Policy, which can be found in the Student Handbook.

RESIDENCE HALL POSTING

Bulletin boards are reserved for use by Residence Life Staff and the Residence Hall Association. All material from the Residence Life Office, its staff or the Residence Hall Association may be posted or distributed in a variety of locations within the Residence Halls. Other campus entities and student groups must abide by these policies.

All materials must be brought to the Office of Student Affairs, Schwitzer 210, for distribution. They should be labeled per Residence Hall in the following quantities:

Cory Bretz	8		Central Hall	8
East Hall	4		Crowe Hall	10
Roberts	5		Warren Hall	14
Cravens	9		TOTAL	58

All materials not brought to the Office of Student Affairs for distribution by the Residence Life staff will be removed. There will be no postings on the outside doors or walls.

- Materials must be brought to the Office of Student Affairs for approval and stamping. Only residence life staff is permitted to hang materials in residence halls. All other materials will be removed.
- Postings in the lobbies will be limited to the bulletin boards. Alcohol or drug-related posters and flyers are prohibited.
- Postings other than flyers may be brought to the Office of Student Affairs and will be placed at the hall desk for distribution with the permission of the Residence Life staff.
- Greyhound Village does not have a public posting area.

MAILBOX FLYERS

All mailbox flyers must be approved by both the Office of Student Affairs and the campus mailroom.

TABLE TENTS

All table tent designs must be approved by the Office of Student Affairs. When approved, items may be displayed in the Schwitzer Dining Hall and the Atrium area. Table tents may be displayed for a maximum of one week (seven calendar days). The sponsoring group and contact information must be clearly stated on the table tent. Once approved, the sponsoring group is responsible for placing and removing the table tents.

Handbills and flat pieces of paper are not considered table tents, no matter what the size, and may not be left on tables, counters, etc. Distributed advertisements such as these will be discarded.

EXTERNAL GROUPS

Postings by external groups, including but not limited to, yard signs and car flyers, are permitted ONLY on Community Posting Boards in the Schwitzer Student Center (first floor stairwells) and require approval from the Office of Student Affairs.

CHALKING

Chalking is permitted on outside walkable areas that are exposed to rainwater. Chalking is not permitted on buildings, artwork, vertical surfaces or under awnings. Liquid chalk and paint are prohibited.

DIGITAL MONITOR DISPLAYS

The Student Business Center maintains digital displays and monitors (applies to active monitors other than Health Pavilion, which are managed by the Office of University Communications and Marketing). All submissions are subject to approval by the Office of Student Affairs.

General guidelines for display monitors:

- Ads are limited to University events, messages and promotions.
- Ads are displayed for two weeks and the number of rotations are dependent on the number of slides being displayed.
- Ads must follow all appropriate University policies.
- Acceptable formats include high-quality JPGs, PowerPoint slides and Google Slides.