

# Posting Policy

## General

1. Announcements of general interest to the student body of the University by recognized student organizations, University academic units or University departments are the only type of material(s) that are permitted for advertisement on campus. Publicity material for campus events should not be distributed or posted until an event registration form has been completed and approved by the Director of Student Life. The form can be obtained in CLC 225.
2. The distribution of any publicity material(s) shall be consistent with the orderly conduct of the University's traffic and persons. In that regard, efforts should be made to avoid litter. Distribution by means of accosting individuals, hawking or shouting is strictly prohibited.
3. Violations of this policy constitute violation of University policy and will be addressed through appropriate disciplinary channels.

## Content

5. All announcements should indicate the name of the university organization, which is sponsoring the event. Additionally, the announcement should list the date of the activity, including the year and the date on which the announcement can be removed. Material that fails to meet these specifications may be removed without notice.
6. No poster, advertisement or announcement may publicize alcohol, controlled substances, use profanity, defame or slander an individual, group or promote an illicit or immoral act.
7. If the name of a non-University organization is to appear on any advertising material because of a co-sponsor relationship with a University organization or unit, the content of the advertisement or promotion must clearly promote the event as its central message and the University organization's name must appear on the advertisement. The name, logo, slogan or similar identifier of the non-University organization must not appear as the dominant message. This includes banners, flyers, posters, newspaper ads, table tents, as well as other similar advertising visuals.
8. Publicity material that does not have a Division of Student and Diversity Affairs approval stamp may be removed from a building at any time.

## Location

9. Advertisements and announcements should not be placed on exterior surfaces without prior approval from the Director of Student Life.
10. No announcements or other printed materials should be placed on windows, other glass surfaces or a building's wood trim at any time.
11. All requests to post announcements or advertisements should specifically indicate the proposed location where the materials will be displayed. The Director of Student Life must approve the proposed location.

## Time

12. Announcements and advertisements may be posted no more than two weeks prior to the scheduled event and should be removed by the sponsoring group immediately following the event. Exceptions may be made at the discretion of the

Director of Student Life.

13. Sponsoring individuals and organizations are ultimately responsible for the removal and appropriate disposal of any announcements, advertisements or publicity material that is displayed on the campus.

14. Student organizations shall retain all publicity material(s) for a period not less than one semester. This material shall be made available to the Director of Student Life upon request.

15. All publicity material(s) not covered by the specific guidelines set forth in this policy must be approved by the Director of Student Life at least two weeks prior to advertising for the event unless the Director of Student Life makes an exception.

## Materials

16. Materials that will deface or damage University facilities are absolutely prohibited.