

## Posting Policy

1. All materials posted on the campus must be reviewed, approved and stamped by the Student Involvement & Activities Programs Office before they may be posted. Each original flyer must be stamped. It is not permissible to stamp a single original and photocopy from that one. In some cases, such as a flyer with a dark background, the Student Involvement & Activities will accept the University logo as a substitution for the approval stamp.
2. Materials may only be posted on designated bulletin boards. Bulletin boards are designated for General Use, University Use only or Department Use only. Materials may not be posted on bulletin boards designated for University Use or Departmental Use only without appropriate approval from the Student Involvement & Activities Programs Office or appropriate department.
3. Bulletin board space is available on a first come, first served basis. All users of University bulletin boards are expected to respect the materials posted by other individuals and organizations.
4. Special publicity needs, (e.g. banners, table tents, etc...), must be requested through and approved by the Student Involvement & Activities Programs Office or the appropriate facility director.
5. Materials may only be posted on bulletin board surfaces. Materials may not be posted on doors, walls, glass, wood, tile, metal, or painted surfaces. Materials may not be distributed door to door, handed out or distributed by placing materials on parked vehicles.
6. During Student Government Association elections only, and subject to approval by the Student Involvement & Activities, SGA publicity may also be posted on tile, metal and wooden surfaces, in addition to established bulletin boards.
7. Bulletin boards are cleared regularly by University personnel. Materials that are time sensitive must be removed by the sponsor promptly after the event, deadline, etc...has passed. Typically, materials will be removed two weeks after the date of the approval stamp.
8. All materials submitted for review must be judged by the University to be factually accurate and provide full disclosure of any related terms, conditions, warrants and intentions. Any information that is deemed by the University to be incomplete, inaccurate, misleading and/or could be hazardous or disruptive to members of the learning community will not be approved for posting or distribution.
9. Posted materials that are not in compliance with the above policy are subject to immediate removal. Approval of subsequent requests by an individual or organization to post materials may be negatively impacted by any failure to comply with this or any other University policy.
10. Questions or concerns about the posting policy should be directed to the Student Involvement & Activities Programs and Service Office, Student Involvement & Activities 222 (978) 542-6440.