



CAMPUS LIFE POSTING POLICY

POSTING POLICY

All postings generated by student(s), club(s), and outside individuals that are to be posted on campus must be approved for posting in the Office of Campus Life. All student event(s), program(s), and fundraiser(s) held on campus must submit a **Program Approval for Posting Form** and attach a copy of the poster/flyer(s) at least one week prior to event.

The Director or Assistant Director of Campus Life MUST approve notices promoting Saint Martin's student generated events intended to be posted off campus.

Notices must contain clear, concise information regarding the event or program, including:

- Name of the sponsoring department(s) or group(s)
- Date of program
- Phone number or e-mail for further information
- Beginning and ending time
- Location (*Notices about on-campus events will not be approved unless the room reservation has been submitted and confirmed.*)

General Postings

The following types of postings are given a priority:

- Postings that promote a student or campus organization event, activity or program
- Postings that contain information relevant to students and/or other members of the SAINT MARTIN'S community
- Postings that promote off-campus educational, social, or cultural events

Entrepreneurial/Classified Postings

These kinds of postings are permitted, but do not take priority over those outlined above.

If the posting is for personal or entrepreneurial purposes, it must not exceed a maximum size of 8 ½" x 11" and not exceed a maximum of three per building.

Bulletin Boards

Maintained by the Office of Campus Life and the Office of Communications, the bulletin boards are kept in accordance with University regulations. Various types of bulletin boards are provided in University buildings to circulate appropriate information of interest to students, faculty, and staff. Persons posting notices must put

information only on boards provided for that purpose. All notices must be approved and stamped by the Office of Campus Life before they are posted. Notices posted on bulletin boards shall not be lewd, indecent, vulgar or obscene.

Banners

Permission for the hanging of banners is obtained through the Office of Campus Life. No banners may hang longer than two weeks without the permission of the Office of Campus Life. Designated locations for the display of banners may be obtained from the Office of Campus Life.

All banners to be hung in the Residence Halls must be approved by the Office of Housing and Residence Life.

Banner Hanging Specifications:

- Banners are to be hung using only blue post-it tape.
- All banners must hang so as to avoid interference with passing traffic.
- Banners may not exceed more than 6 feet in length.

Outdoor Signage

Outdoor banners must be approved by Facilities and the Office of Campus Life. Students must submit a **Program Approval for Posting Form** at least one week in advance.

Postings NOT permitted

- Postings promoting night clubs
- Postings containing spelling, grammatical or typographical errors
- Postings containing copyrighted materials and/or images
- Postings promoting the sale or use of alcohol as the primary purpose of the event
- Postings that include profanity, pornographic material, solicitation, and/or harassment
- Postings that include discrimination based on race, sex, age, religion, education, ability or sexual orientation
- Postings that include slander, libel and defamation of character
- Postings that do not represent the mission of the Saint Martin's University

Posting Locations

Although Campus Life encourages creativity regarding posting locations, the following are prohibited:

- Placing notices on front doors of residence halls, trees, or over other notices.

- Placing notices on bulletin boards that are officially designated for department or organization use without permission from the department or organization.
- Cars located in the Saint Martin's parking lots
- Under room doors in the Residence Hall
- All signs posted in all locations need to be attached with PAINTERS tape, no other tape is allowed. *You can check out blue painters tape from the Office of Campus Life located in the Trautman Union Building.*
- Do not post anything on the Information Center's Bulletin Board in Old Main (bulletin board is between rooms 247 & 254). If you wish to have your flyer posted on this board, drop a copy of the flyer by the Information Center office.

Custodial and Maintenance staff has been instructed to carefully remove any postings (posters, announcements, for sale, for rent, etc.) from any location not approved.

Posting Guidelines

- Subject matter must advertise a campus event or be a benefit to the campus community
- Subject matter must be in keeping with the mission of Saint Martin's University
- Do not make copies of your posting until Campus Life stamps its approval.
- If the posting is faith-based it will need additional time to be approved, since it will need to be approved by the Office of Campus Ministry, in addition to the Office of Campus Life.
- Use PAINTERS tape, not tacks or staples, on all doors. *The use of other tape leaves residue.*
- Use only tacks or staples on all bulletin boards. *The use of scotch tape damages boards.*
- Do not post on glass doors or windows, except in the TUB.
- Reference the Approved Flyer Locations sheet for information where items can be posted.
- Remove all postings within one week of the event date.