

University Policy: Policy on Posting Materials on Campus
Policy Category: Student Policies; Operational Policies
Subject: Rules for posting materials
Responsible Executive: Vice President of Student Affairs
Office(s) Responsible for Review of this Policy: Division of Student Affairs, Facilities, and AUPD
Supplemental Documents: TBD
Related University Policies: Chalking Policy, Freedom of Expression and Expressive Conduct, Student Conduct Code, Staff Manual Disciplinary Policy, Faculty Manual Disciplinary Policy

I. SCOPE

This Policy applies to students, faculty, staff, Recognized Student Organizations (RSO), University departments and programs.

II. POLICY STATEMENT

Posting printed materials on University Premises is a privilege extended for the purpose of communicating information about employment opportunities, events, activities, programs, recruitment, or services. The purpose of this policy is to manage the posting of printed materials on campus in a way that ensures the appropriate use of available space, prevents littering and the defacing of university property.

III. DEFINITIONS

Posting Material(s): flyers, signs, posters that are at most 8.5' x 11"

University Premises: buildings and grounds owned, leased, operated, controlled, or supervised by the university.

Permitted Locations: authorized posting areas including designated bulletin boards, free posting boards, and free-standing signs.

Recognized Student Organization (RSO): a student led and created group that has been formally recognized by the Center for Student Involvement or a university department and has benefits and responsibilities tied to the recognition.

Designated Bulletin Boards—dedicated posting board area that have been expressly approved in advance by the University for posting materials under this Policy.

Free Posting Board—dedicated posting board area for AU community members and non-AU affiliates

Free-Standing Signs—freestanding front and back hinged signs managed by University departments and offices to advertise events, services, programs, etc.

IV. POLICY

RSOs, University departments and offices, and individuals who wish to post materials on campus must adhere to the conditions below.

A. Posting Location

Permitted Locations

- a. Posting Materials may be posted only on Designated Bulletin Boards.
- b. The locations of the Designated Bulletin Boards in the Mary Graydon Center and Butler Pavilion may be obtained from the Center for Student Involvement (CSI) and the University Center (UC).
- c. The locations of the Designated Bulletin Boards and Freestanding Signs in the schools or colleges or library may be obtained from the relevant dean's office.
- d. The locations of Designated Bulletin Boards in the residence halls may be obtained from the Office of Residence Life.
- e. The locations of Designated Bulletin Boards in the Kay Spiritual Life Center may be obtained from the University Chaplain's Office.
- f. Other locations of Designated Bulletin Boards not specifically covered by this Policy should be directed to the CSI and UC.

Non-Permitted Locations

Examples of non-permitted locations for posting include, but is not limited to the following:

- a. trees
- b. lamp posts
- c. exterior of building
- d. on painted, wall papered, or glass surfaces
- e. on car windshields
- f. any location not identified under Permitted Locations or under this policy.

Projection of any content on the interior or exterior of university-managed

property is strictly prohibited according to this policy, unless authorized by an appropriate official and related to University events, activities, or business.

B. Posting Content

All event-based Posting Materials must contain the following content in English

- Title of the activity or service
- Name(s) of all host department(s) or RSO(s)
- Date/Time/confirmed location of the activity
- Updated contact information for organization and department organizer (updated email and phone).

Posting Material must not cover any publicity posted for other events. However, outdated information may be removed by the individuals, University department or programs, or RSOs responsible for the original posting. Posting Materials may not advertise drugs, alcohol, gambling, or anything that violates University policies.

Posting Materials must not include content that threatens the physical health or safety of any person, is lewd and/or obscene, or violates, or incites the imminent violation of University policies or federal or local laws.

C. Posting Approval

Posting Materials may not be posted without advance approval from the appropriate department or office. RSOs, individuals, and University departments and programs must not mass produce Posting Materials until advance approval has been obtained as outlined below.

- i. All RSOs must have items approved by the University Center and the Center of Student Involvement.
- ii. All sororities and fraternities must have all items approved by the Center for Student Involvement staff.
- iii. All residence halls groups must have items approved by the designated staff member(s) in Housing and Residence Life.
- iv. Posting materials in the residence halls must have advance approval by the Office of Residence Life. A member of the Residence Life staff will post all approved postings.
- v. Posting Materials in individual schools and colleges must have advance approval of the respective dean's office.
- vi. Posting Materials in the Kay Spiritual Life Center must have advance approval of the University Chaplain's Office.
- vii. Posting Materials in any other locations not specifically covered by this Policy should be directed to the Center for Student Involvement.

Permission to post under this Policy does not imply University endorsement of the contents of any posting. The University may require any host of a posting to modify a posting if there is an implication of university endorsement and/or to state that there is no university endorsement of such posting.

D. Posting management

1. Posting materials are to be affixed with tacks or staples. The use of glue, packing tape, duct tape or nails is prohibited.
2. The individuals, University department or programs, or RSOs responsible for the posting material is responsible for its removal upon completion of the event.
3. Individuals, University departments or programs, or RSOs may not remove postings by others.
4. Any posting material in violation of this Policy may be removed at any time by the University.
5. RSOs or individuals or University departments or programs that violate this Policy will be asked to remove postings immediately and will be billed for any damage to university property that occurs because of improper posting.

E. ENFORCEMENT

Questions about this Policy can be directed to the Division of Student Affairs. Failure to comply with this Policy may be actionable under the Student Conduct Code, the Staff Personnel Manual, and the Faculty Manual.

F. EFFECTIVE DATE AND REVISIONS:

This Policy is effective October 29, 2010. Reviewed October 2014. Revised August 26, 2024.