**University Posting Policy**

***revised 7/29/15***

**Saint Leo University encourages organizations to creatively advertise events and meetings.**

**Please join our commitment to being green by taking advantage of recycling efforts and the Student Activities Newsletter.**

**Posting is a privilege, not a right. All posting must be approved by the Division of Student Affairs.**

**1. Posting on Campus**

**1.1.** All forms of publicity, including, but not limited to, flyers, handouts, banners, sidewalk chalk, t-shirts, candy, bracelets, and stickers

***must*** receive prior approval by the Division of Student Affairs.

**1.2.** All forms of publicity ***must*** have approval prior to posting and/or distribution. If the publicity is advertising an event, the event must be approved by professional staff in Student Affairs (or the respective governing organization) before they will be approved.

**1.3.** All forms of publicity advertising an event  ***must*** have the date, time, location, sponsoring organization and a contact name, email or

 phone number on it before it is approved.

**1.4.** A flyers must have a clearly displayed approval stamp and be placed on designated bulletin boards **only**.. For example, posting on walls, windows, tables, doors, in bathrooms, on vehicles, under doors, or in student mailboxes, is not permitted. Multiple copies of the

same flyer are not permitted on the same bulletin board. Staples, push pins, and tape (scotch or masking) are the only items permitted.

**1.5.** Posting inside enclosed bulletin boards requires prior approval from the respective organization or department. Posting on the exterior of enclosed bulletin boards is not permitted.

**1.6.** Sidewalk chalking is prohibited in any covered area and must be at least 25 feet from any building entrance.

**1.7.** Banners may be hung across the exterior columns and interior railings of the Student Community Center Complex with prior approval from the Division of Student Affairs and must clearly display the approval stamp. Only rope, bungee cords, zip ties, or masking tape may be used to hang banners.

**1.8.** Handouts must have a clearly displayed approval stamp and may only be distributed personally. Leaving piles of handouts in unauthorized locations is prohibited.

**1.9.** All forms of publicity are prohibited from indicating, or depicting the sale, service, or use of alcohol.

**1.10.** All forms of publicity must not deface or damage other forms of publicity and/or University property.

**1.11.** In accordance with the core values, the Division of Student Affairs reserves the right to deny or delay approval of any publicity based on content, type, or appropriateness; or as a result of previous posting policy violations.

**1.12.** All forms of publicity must be removed and discarded within 24 hours after the event by the sponsoring organization.

**2. Posting in Residence Halls**

**2.1.** Policies or informational updates from the Division of Student Affairs may be posted without approval.

**2.2.** Organizations may post approved materials in residence halls **ONLY** in designated areas of RA bulletin boards. Posting inside enclosed bulletin boards requires prior approval from the RA. Posting on the exterior of enclosed bulletin boards is not permitted.

**2.3.** Posting inside enclosed bulletin boards requires prior approval from the respective organization or department. Posting on the exterior

of enclosed bulletin boards is not permitted.

**3. Personal Postings**

**3.1** Personal postings are defined as materials that are not sponsored by a University recognized organization or department and are strictly

prohibited.

**4. External Organization/ Business Postings**

**4.1** External Organization/ Business postings are defined as any promotional materials sponsored by non-university entities (for example:

restaurants, banks, hotels, apartment complexes, etc.)

**4.2** External Organization/ Business postings will be reviewed on a case by case basis, in accordance with the University’s Core Values, Mission, and Policies, and may require additional sponsorship by a University organization or department. Approval will be at the discretion of the Student Affairs Office.

**4.3** Pending approval, adherence to all applicable Posting Policies is required.

**5. Violations**

**5.1** Violation of the Posting Policy may result in formal disciplinary action. An organization/individual may lose posting privileges for a

specified time period, at the discretion of the Student Affairs Office.

**By signing this agreement you are affirming that you have read, understood, and agree to the terms and conditions of the Posting Policy.**

**Organization Representative (print) Organization Representative (signature) Date**

**Organization Name Phone Number**

**Email Address Approval Date**