

# Advertising and Posting of Events/Programs

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Posting and distributing announcements and publicity materials on University property is a privilege, and the University, therefore, reserves the right to regulate the posting and distribution of all notices. All materials must respect the rights of others as well as the goals and principles of Saint Peter's University. The content of all flyers/posters must conform to our Catholic, educational environment.

## Materials will not be approved if they contain:

1. Any reference to illegal substances;
2. Offensive language and/or graphic illustrations;
3. Language and/or graphic illustrations that dehumanize individuals based on sex, race, marital status, color, religion, age, national or ethnic origin, disability, sexual orientation or veteran's status; or
4. Any information that would violate local, state, or federal law, or University policies.

The guidelines enumerated below are effective immediately and apply to all University departments and student organizations. The buildings and areas to which these guidelines apply are as follows: **Dinneen Hall, McDermott Hall, Pope Hall, Gannon Hall, and The Quad. Other locations, such as the Recreational Life Center and residence halls, are governed by the policies mandated by the supervising departments.**

### 1. POSTING OF FLYERS/POSTERS

#### a. **Flyers and posters may be placed on or in the following areas, with the listed devices:**

FLYERS: designated bulletin boards located in hallways, stairwells, dining facilities, and the Quad – **PUSH PINS** or **THUMB TACKS**

POSTERS: walls, columns, etc., which contain tiled surfaces (ceramic, marble, etc.) - **MASKING TAPE**

[Scotch Tape or Staples **MAY NOT** be used on **ANY SURFACE**. Flyers/posters put up with staples, scotch tape, or other wall-damaging adhesive, will be removed immediately.]

#### b. **Areas/surfaces where flyers/posters are NOT permitted to be posted:**

- i. painted surfaces of any kind (includes walls, corridors, stairwells, etc.);
- ii. glass surfaces (mirrors, windows, etc.);
- iii. doors of any kind;
- iv. floors and sidewalks;
- v. lockers;
- vi. rest rooms;
- vii. the Quad's benches, trees, and trash receptacles;
- viii. street/sidewalk levels of the University's property;
- ix. in or around the area of the Recreational Life Center (RLC); and
- x. anywhere on the Pedestrian Bridge, its stairwells, elevators, etc.

#### c. **FLYERS, which may be posted on bulletin boards, walls, columns, etc., may not exceed 8 ½ x 14" in size.**

#### d. **POSTERS, which may be posted only on walls or columns (as per # 1) may not exceed 22 x 28" in size. Exceptions to this size may be granted on a case-by-case basis.**

Announcements and publicity material **must include** all pertinent information regarding the event, i.e., **the FULL name of the sponsoring organization, the purpose of the event, time, and place of the event, and admission cost, if any.**

#### e. **APPROVAL PROCESS**

- i. **For student organizations**, all flyers/posters must be approved in advance by the **Office of Student Activities**. Once approved by the Director or Assistant Director of Student Activities, or their designees, the flyers/posters must be stamped with the **"APPROVED FOR POSTING"** stamp to show official approval. **No student organization member will be allowed to stamp a flyer or poster.** An extra copy of the flyer must be provided for the office's **Information Book**. [Refer to policy below (B. 3. a.) for additional flyer guidelines.]
- ii. **For internal departments**, all flyers/posters must be approved in advance by the **Office of Student Life and Development**. Once approved by the Secretaries to the Associate Vice President for Student Life and

Development and/or the Dean of Students, the flyers/posters must be stamped with the “**APPROVED FOR POSTING**” to show official approval.

- iii. The “**APPROVED FOR POSTING**” stamp on each poster and flyer template will list the date when the item must be removed.
  - iv. Flyers and posters must be submitted for approval at least one week before the scheduled date of the event/program. If submitted less than one week before, both offices (Student Life and Development and Student Activities) reserve the right to REFUSE APPROVAL.
  - v. The sponsoring organization is responsible for posting its flyers/posters in a manner that does not circumvent university policies or infringe on the rights of other internal organizations and departments to post their material.
  - vi. The sponsoring organization is responsible for the removal of its flyers/posters no later than two class days after the event. The cooperation of the sponsoring organization/department is critical in maintaining the appearance and cleanliness of the University’s bulletin boards, walls, and hallways.
  - vii. External groups may not post their own material. A MAXIMUM of five (5) flyers may be submitted to the Office of Student Life and Development for approval. A student worker will post the approved material on designated bulletin boards.
  - f. Each University department or organization will be allowed a maximum of 50 flyers or 20 posters to be approved for each event.
  - g. Only one flyer OR poster per event, per organization/department may be placed on the same bulletin board or wall space.
  - h. During Student Senate election periods, additional guidelines will be developed by the Office of Student Activities to assure the fairness of the election process.
  - i. Personnel from the offices of Student Activities and Student Life and Development, and the Maintenance Department will periodically check all bulletin boards and surfaces to ensure that the guidelines enumerated in this policy are being followed. Failure to follow these guidelines will result in immediate removal of the organization or department’s flyers/posters. **Repeated violations of these policies by a University organization or department will result in the indefinite suspension of posting/distribution privileges.**
2. DISTRIBUTION OF FLYERS
- a. Only University departments and student organizations are permitted to distribute event announcements and publicity materials on campus.
  - b. Distribution of announcement and publicity material (flyers, etc.) by hand delivery is generally limited to the Pavonia Room and the Quad. All such material must be approved by the offices of Student Activities or Student Life and Development before it is distributed. (Please Note: Distribution of flyers and other material in the RESIDENCE HALLS is governed by the policies set forth by the Office of Residence Life.)
- c. APPROVAL PROCESS
- i. For student organizations, all ORIGINAL FLYER TEMPLATES must be approved by the Office of Student Activities BEFORE duplication occurs. Once approved by the Director or Assistant Director of Student Activities, or their designees, the FLYER TEMPLATE will be stamped with the “**APPROVED FOR DISTRIBUTION**” stamp to show official university approval.
  - ii. For internal departments wishing to DISTRIBUTE FLYERS in the areas listed above in B. 2., all flyers/posters must be approved in advance by the Office of Student Life and Development. Once approved by the Secretaries to the Associate Vice President for Student Life and Development and/or the Dean of Students the FLYER TEMPLATE will be stamped with the “**APPROVED FOR DISTRIBUTION**” stamp to show official University approval.
- d. Duplication, Cost, and Number Allowed: Student organizations are governed by the printing and budgetary policies detailed in *The Nexus*, the student ORGANIZATION guidebook. University departments are governed by the copier policies established by the University and its area vice presidents and deans. The SUGGESTED maximum for the number of flyers per event is 1000.
- e. Students, faculty, and staff approved to distribute announcements and publicity materials are to keep the following points in mind:  
it is preferable that materials are placed on a table accessible to students

- i. **who wish to take the materials;**
- ii. **no one should be imposed upon or pressured to take materials;**
- iii. **the University encourages everyone to recycle materials removed from bulletin boards and walls (recycle bins are located throughout the campus).**

### 3. **Political Advertisements**

- a. **Posting:** Written material advocating a particular political candidate may be posted on the campus of Saint Peter's with the following restrictions:
  - i. Advertisements are limited to two (2) per political candidate;
  - ii. Advertisements are limited to no larger than 22" x 28";
  - iii. Advertisements may only be posted in the Hudson Dining Room and the Pavonia Room; and
  - iv. All posters must be stamped by the Student Senate or by the Office of Student Life and Development prior to being posted.  
**Exception: Posters may be placed in the windows of student residence hall rooms, and may be placed within student club offices, within already existing guidelines. (i.e., no permanent changes to walls).**
- b. **Leafletting:**
  - i. Only students may distribute leaflets – no "outsiders."
  - ii. It is preferable that materials are placed on a table accessible to students who wish to take material.
  - iii. No one should be imposed upon or pressured to take materials.
- c. **Speakers:** Printed material must follow all guidelines as published in *The NET*.
- d. **Enforcement:** Any alleged violations of this policy should be brought to the attention of the Office of Student Life and Development. Wherever possible, the allegation will be investigated and inappropriate materials will be removed by a designee of the Office of Student Life and Development.

### 4. **Advertising in Print/Electronic Media and the Internet**

Student organizations **MAY NOT** advertise their events/programs in **external** print/electronic media or on the internet. Notices and ads promoting events/programs in local newspapers, radio and television stations, and on MySpace, Facebook, other internet communities, blogs, chat rooms, etc., are **strictly prohibited**.