



University Policy: Policy on Posting Materials on Campus
Policy Category: Facilities
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:
Related University Policies: Freedom of Expression and Expressive Conduct, Registered Student Organizations Manual

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

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.

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

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

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.

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

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

1. 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 Housing & Residence Life (HRL).
- 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 University Center.

B. Non-Permitted Locations

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

C. Posting Content

1. All event-based Posting Materials must contain the following content in English:
 - a) Title of the activity or service
 - b) Name(s) of all host department(s) or RSO(s)
 - c) Date/Time/confirmed location of the activity
 - d) Updated contact information for organization and department organizer (updated email).
2. Recruitment for research subjects or participants must include notation of Institutional Review Board (IRB) approval or exemption, and include an IRB-issued protocol number.
3. Posting Material must not cover any publicity posted for other events.
4. Outdated information may be removed by the individuals, University department or programs, or RSOs responsible for the original posting.
5. Posting Materials may not advertise drugs alcohol, or gambling; include content that threatens the physical health or safety of any person; lewd or obscene; or violate or incite the imminent violation of University policies or federal or local laws.

CI. Posting Approval

1. Posting Materials may not be posted without authorization, if required, from the appropriate department or office. Deans, Directors and other heads of academic and non-academic units have final authority over the establishment of any rules or requirements, if any, for Posting Materials in their individual schools,colleges, and buildings assigned to them, so long as they conform with this Policy.
2. RSOs, individuals, and University departments and programs must not mass produce Posting Materials until advance approval has been obtained for select locations as outlined below.
 - a) All RSOs must have items pre-approved by the designated staff member(s) in the Center of Student Involvement.
 - b) All sororities and fraternities must have all items pre-approved by the designated staff member(s) in the Center for Student Involvement.
 - c) All residence halls groups must have items pre-approved by the designated staff member(s) in Housing and Residence Life.
 - d) 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.
 - e) Posting Materials in the Mary Graydon Student Center must have

advance approval by the University Center.

- f) Posting Materials in the Kay Spiritual Life Center must have advance approval of the University Chaplain's Office.
3. 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.

E. 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, however, Posting Material that is reasonably determined to be expired may be removed by authorized University personnel.
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.

V. 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.

VI. EFFECTIVE DATE AND REVISIONS:

This Policy is effective August 30, 2024. Previously revised October 29, 2010.