

## University Policy: Policy on Posting Materials

**Policy Category:** Student Policies; Operational Policies

**Subject:** Rules for posting materials

**Office Responsible for Review of this Policy:** Office of Campus Life

**Procedures:** Not Applicable

**Related University Policies:** [University Center & Student Activities Chalking Guidelines](#)

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### I. SCOPE

This policy establishes the conditions for posting printed materials on campus.

### II. POLICY STATEMENT

Individuals wishing to post general information on campus must adhere to guidelines stated in this policy. All materials must be approved before posting and posted only on designated bulletin boards.

### III. POLICY

The following guidelines should be followed by those wishing to post items on campus:

1. All registered student organizations must have all items approved by University Center and Student Activities prior to being mass produced.
2. All sororities and fraternities must have all items approved by the assistant director for Fraternity and Sorority Life.
3. All residence hall groups must have all items approved by the designated staff member(s) in Housing and Dining Programs.
4. All items are to be posted only on bulletin boards. Materials posted elsewhere will be removed. No materials may be posted on trees; the exterior of buildings; on painted, wall papered, or glass surfaces; on car windshields; or on bulletin boards administered by a University department without permission from the department.
5. All posted material must specify in English the date, time, and location of the event, as well the name of the AU sponsor (if applicable).

6. Posted material should not cover any publicity posted for other events. However, outdated information may be removed to make space for current information.
7. Posted materials are to be affixed with tacks or staples.
8. Posted materials may not advertise alcohol, drugs, gambling, or anything else that would be a violation of University policies, either through language or artwork.
9. The department or organization posting the material is responsible for taking down all posted materials upon completion of its event.
10. There is a separate policy for posting in the residence halls. Inquiries about posting in the residence halls should be directed to Housing and Dining Programs, Anderson Hall, at 202-885-3370.
11. Inquiries about all other campus bulletin boards and special posting arrangements should be directed to  
University Center and Student Activities, Mary Graydon Center 271 & 274, at 202-885-3900 or 202-885-3390
12. Student organizations found in violation of these policies may be referred to Student Conduct and Conflict Resolution Services.

Important Note:

All bulletin boards in the Mary Graydon Center are cleared of all materials on the 1st and 3rd Sunday of each month.

#### **IV. EFFECTIVE DATE(S)**

This Policy is effective October 29, 2010. Reviewed October, 2014.

## V. SIGNATURE, TITLE AND DATE OF APPROVAL

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved:

*Alicia S. Hanson*

Vice President of Campus Life

Date Approved: *10/29/10*