

## Campus Posting Policy

The following policy has been established to assist in maintaining a safe environment that is non-threatening and conducive to learning. It is expected that this policy will help ensure spaces are utilized appropriately and that they continue to provide an opportunity to promote/publicize events, activities, and other important information for all of our campuses.

For the purposes of this policy, "postings" refer to flyers, posters, or other print material displayed temporarily on university bulletin boards and other approved posting locations. Such forums are subject to viewpoint-neutral time, place, and manner restrictions as provided below. This policy does not apply to students interested in requesting approval for fixed exhibits which are temporary physical displays on university grounds. For more information, review the Fixed Exhibit Policy within the [Community Standards](#).

### **Time**

Time restrictions for posting materials vary by location and are determined by the appropriate office or department responsible for managing the designated bulletin board or posting location. For more information, see Posting Authority and Approval section below.

Postings must be removed by the sponsoring party on or before the approved posting deadline. Any posting material that is outdated, not approved or is at any time found not to meet the above posting guidelines may be removed at the discretion of university staff. Continued disregard of the removal expectation may result in the forfeiture of the posting privileges for the sponsoring party.

### **Place**

Postings may only be displayed on university-approved bulletin boards and/or posting locations.

Postings **may not** be affixed to other physical places or items including but not limited to:

- painted, glass, wooden, or finished surfaces including and especially entrances and exits to facilities (glass doors) where they pose a fire hazard,
- video displays,
- tech walls,
- columns,
- ceilings,
- furniture,
- floors/doors/windows,
- trees/shrubs,
- trash cans,
- display cases,
- bathrooms/bathroom stalls,
- building exterior walls,
- building exterior signs (including outdoors signs like stop and parking signs).

### **Manner**

Postings must be displayed in a manner that does not promote or condone behavior that violates University policies/standards or local, state or federal laws including but not limited to, policies within the [Faculty Handbook](#), [Comprehensive Policy](#), and the [Community Standards](#). Postings may not contain information/images that qualifies as misleading, false or slanderous, promotes the

excessive use of alcohol, the use of illegal drugs or encourage engagement in other illegal activities.

The following information, if applicable, **must be included** on each individual posting:

- sponsoring student organization(s) or academic/administrative department\*,
- location
- time
- posting approval stamp

*\*All postings must be sponsored by one or more recognized registered student organizations (RSOs), sponsored student organizations (SSOs), and/or academic/administrative departments.*

Postings must be affixed in a manner that does not cause damage to university property. The use of the following items is strictly prohibited:

- nails/screws,
- glues,
- stickers,
- paint,
- chalk/spray chalk,
- posting material that exceeds 11" x 17"
- washable paint crayons,
- markers/pens,
- carvings/etchings,
- sketches or
- any form of graffiti
- three-dimensional posting materials

### **Authority and Approvals**

Posting locations and approval procedures will vary per building. If you are unsure of posting locations, please contact the building's main office for approval or additional information.

- Damen Student Center – DSC front desk
- Centennial Forum - DSC front desk
- Residence Halls – Res Life Central Office in Simpson Hall
- Information Commons – IC Information desk
- Halas – Halas information desk
- Mundelein – 1<sup>st</sup> fl. information desk
- Cudahy Science Hall – 3<sup>rd</sup> fl, room 300
- Quinlan Life Science Center – 3<sup>rd</sup> fl, room 317
- Terry Student Center – TSC First Floor information desk
- Baumhart – Res Life
- Corboy Law Center – Law School Student Services
- Maguire Hall/Arrupe College – Arrupe Admin Office
- HSC – Campus Support Office (for general areas)

### **Academic & Administrative Bulletin Boards**

The use of academic bulletin boards within classrooms is limited to instructional information only. Items to be posted on academic bulletin boards require permission from the appropriate academic department.

The use of administrative bulletin boards in office locations fall under the administrative department and are intended for department related postings only.

Postings in residence halls must be approved by the central Res Life office. Door-to-door signage handouts, solicitation of products or services in the halls is not allowed. Printed advertising material may not be placed under students' doors. Residence Halls or student rooms are not to be used for advertising of goods or services by outside persons or entities.