

# Posting Policy

## Flyer/Bulletin Board Posting Policy for Students & Community

### Student/Student Organization Flyers Guidelines

- Flyers must be posted on appropriate bulletin boards with push pins (tape and staples are not permitted).
- Please be respectful of other organizations' materials, and do not move, post over, or take down flyers that are posted on the boards.
- Flyers may not contain:
  - Obscenity;
  - Defamatory speech; or
  - Fighting words.
- For events involving alcohol please see the alcohol policy.

### Bulletin Board Policy for Outside Individuals and Groups

Outside individuals and groups are welcome to use the University bulletin boards to advertise their activities as long as their flyers are approved, with approval stamp, by CSEI. A maximum of 20 flyers will be approved. Organizations are responsible for hanging and removing their own flyers. CSEI will make viewpoint neutral decisions as to whether to approve or deny flyers presented by outsiders. Bulletin boards in classrooms and stairwells are particularly useful for this purpose. Please note, those bulletin boards clearly marked as being for administrative, departmental or specific organization or government use **MAY NOT** be used by outside groups. CSEI Staff will conduct weekly checks of the boards and will remove anything out of date or in violation rules listed above.

### Bulletin Board Locations

#### **Academic Center/Law Center**

Flyers are to be placed on unrestricted bulletin boards only. Banners may be hung in the Academic Center. Signs may be hung from the ceiling, but may not obstruct major traffic patterns.

#### **Robert L. Bogomolny (RLB) Library**

You must seek permission from library personnel before displaying any poster or announcement in the library. Flyers to be posted in the library will be approved for posting according to the policies outlined above.

#### **Business Center**

Posting is permitted on the shared bulletin boards in the student lounge space.

#### **Student Center**

Posting is permitted on the shared bulletin boards only on each floor. The following locations have bulletin board space: Lower Level, 1<sup>st</sup> floor, 4<sup>th</sup> floor SOS area.

#### **Learning Commons**

Posting is permitted on the shared bulletin boards on the first floor and first floor stairwell.

#### **Liberal Arts and Policy Building**

Posting is permitted on shared bulletin boards only on each floor.