

Posting Policy

Saint Mary's College is a community dedicated to the intellectual enrichment and personal development of all of its members through study, inquiry and continuing communication with one another. In accordance with its Lasallian heritage and Core Principles, the College encourages a balanced approach in the expression of opinions. The posting, distributing, or disseminating of printed materials (i.e. fliers, posters, table tents, banners, handbills) that advertise, publicize, or otherwise provide notice of activities, events, or information are subject to this Posting Policy.

The Assistant Dean of Student Life, or designee, grants permission to on- and off-campus individuals and groups to post, distribute or disseminate printed materials on campus. The College maintains the authority and right to prohibit the distribution of any material, which in the estimation of the college might cause a security problem or interferes with any instructional or college event. The College also maintains the right to regulate the time, manner, and place of any distribution of written material which is likely to cause harm to college property, physical danger to any individual, or in any other way breaches the security of the college or disrupts the furtherance of education.

When posting, anywhere on campus, the following must be observed:

1. The posting, distributing, or disseminating of printed materials (i.e. fliers, posters, table tents, banners, handbills, etc.) that are used to advertise, market, promote and/or provide notice of activities, events or information are all subject to the Posting Policy.
2. Approval to post, distribute or disseminate printed materials for on-campus and off-campus individuals is granted through Student Involvement and Leadership (SIL).
3. All printed materials must indicate the name of the sponsoring department, or student organization and contact information, as well as the location, date and time of the event.
4. Printed materials may not be placed on or against, attached to, or written on any structure or natural feature of the campus such as, but not limited to, sides of doors or buildings, windows, the surface of walkways or roads (floors), fountains, posts, waste receptacles, lawn, trees, or on vehicles parked on campus, doors or buildings, windows, surfaces or stanchions and wooden standards.
5. The use of chalk, for marketing purposes, on any surface is not permitted.
6. Only one (1) posting of any kind is permitted in any posting location. Posting is permitted on a first-come, first-served basis, and existing postings may not be removed or covered by new ones.
7. Materials can be posted for a period of two (2) weeks.
8. No individual or group may leave fliers, announcements, or printed literature of any kind on campus grounds, parked vehicles, or inside any campus building, nor otherwise affix or insert such materials into campus lawns or grounds.
9. Postings must be removed within 24 hours following the publicized event by the sponsoring organization.
10. Only "safe-release" painters' tape (blue tape) may be used to post fliers and posters. Other tapes will damage the surfaces of walls and buildings. Fliers posted on bulletin boards may be attached with staples, pushpins, or blue tape. Please note that blue tape can be purchased through the College's warehouse and SIL does NOT provide it for college departments.

Off-Campus Individuals

1. The posting, distributing, or disseminating of printed materials that are used to advertise, market, promote and/or provide notice of activities or events are all subject to the College's Posting Policy. Postings for employment, sales, discounts, etc. that are not attached to an event cannot be posted and should seek alternative modes such as buying an ad in the

- college's newspaper (The Collegian) or the Career Center, for employment notices.
2. A maximum of 25 posters or fliers must be submitted to Student Involvement and Leadership for approval and posting. Off-campus individuals may not post their own materials on campus. Materials should measure a minimum of 8 1/2 " x 11" and not exceed 11" x 17" in size.
 3. All printed materials must indicate the name of the sponsoring business or organization and contact information, as well as the location, date and time of the event.
 4. Materials can be posted for a period of up to two (2) weeks.
 5. No individual or group may leave fliers, announcements, or printed literature of any kind on campus grounds, parked vehicles, or inside any campus building; nor otherwise affix or insert such materials into campus lawns or grounds.
 6. Promotion and advertising of an event may indicate that alcohol will be available for purchase and must indicate that "ID will be required." Also, the promotion and advertising of an event shall not portray symbols of alcoholic beverage consumption (including, but not limited to, foaming mugs, cans, glasses and kegs), excessive consumption (including, but not limited to, drinking contests and competitions) or emphasize frequency or quantity of alcoholic beverage consumption.
 7. Failure to meet Posting Policy Guidelines will result in the loss of on-campus posting privileges.
 8. Off-campus advertisers do not have access to residence halls.

Posting Areas

1. External Posting Spaces

- There are 30 high-traffic areas located throughout central campus for posting fliers. These areas are painted in a beige color and are clearly marked as posting areas for approved materials which should measure a minimum of 8 1/2 " x 11" and not exceed 11" x 17" in size.

2. Bulletin Boards and Display Cases

- Departmental bulletin boards, typically located outside of administrative or academic department offices, are maintained by the respective departments. Permission for posting at these locations must be obtained from the specific department head or designee.
- The SIL windows are available for posting printed materials (minimum of 8 x 11 in size) for special events. Requests must be submitted a minimum of two (2) weeks prior to the event (for departments and student organizations).

3. Residence Halls

- Departments, student organizations and individuals do not have access to Residence Halls and must not post on any area in or surrounding the building. Posting on the exterior of the building, doors, windows, lampposts and light fixtures is not permitted
- Copies of fliers, posters and other promotional materials must be submitted to the Office of Residential Experience for posting. Materials (a maximum of 22 copies) should be submitted the Friday prior to the week of desired posting.

4. Oliver Hall

- Materials posted in Oliver Hall must observe the Posting Policy in its entirety. Items that are not congruent with the policy or stamped by Student Involvement and Leadership, will be removed immediately.
- Placing table tents in Oliver Hall, Dryden, Brickpile and Café Louis is allowed. Table tents must be printed on white paper, as those printed in color paper will stain the tables. Loose fliers may not be left on the tables in the aforementioned locations.

5. Large Banners and Posters

- The Brickpile wall along Ferroggiaro Quad is the only posting area for large banners, signs, or other specialized promotional materials (minimum size is 11" x 17" and must not to exceed 3' x

3’).

- Vinyl banners (not to exceed 10’ x 3’ in size) can be hung from the trees in front of Filippi Administrative building with advance approval from SIL. Approval must be requested a minimum of two (2) weeks prior to the hanging of the banner. In addition, the actual hanging of banners must be coordinated through Facilities Services.

6. “Day of” Posting

- “Day of” posting is allowed for directional and informational purposes for campus-wide events and must be removed immediately after the event. “Day of” posting must be related to the function of the program such as schedule, directions, and registration. Pre-approval must be secured through Student Involvement and Leadership.

Sanctions

The sponsoring organization is responsible for the removal of all publicity, including banners within 24 hours following the event. Directional signs must be taken down immediately after the event.

- Continued failure to remove expired publicity may result in loss of posting privileges.
- Student Involvement and Leadership may immediately remove any publicity not in accordance with this policy.
- Residence & Community Life staff may remove any publicity not in accordance with this policy or guidelines set forth by the Office of Residence and Community Life.