



Policy Title:
Posting Policy

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Responsible Office: Office of Facilities
Responsible Official: Chief Facilities Officer - Associate Vice President of Facilities

Policy Sections	1
3031.1 Postings and Removal.....	2
3031.2 Affixing.....	2
3031.3 Approved Locations	3
3031.4 Violations and Enforcement.....	4

Scope

- A. This policy applies to all University and non-University groups using University facilities or grounds.
- B. Construction/safety postings distributed by the Office of Facilities and or Public Safety are exempt from this policy.

Policy Statement

This policy delineates the standard procedures and policies regarding posting materials.

Reason for the Policy

The purpose of this policy is to manage the physical posting and advertising of materials on campus which will prevent littering and defacing of University property and reduce unnecessary expenditures of University resources used to repair and/or replace damaged property.



3031.1 Postings and Removal

Postings are defined as flyers, advertisements, yard signs, table tents, napkin holders and banners.

All faculty, staff, students and Registered Student Organization postings must first be stamped by the **Center for Student Engagement, Leadership and Orientation**. Advertising of unsanctioned parties is not permitted on campus.

Materials containing references or logos promoting the sale or consumption of alcohol are prohibited on campus.

Materials containing references to violence or weapons, including but not limited to guns and knives, are prohibited on campus.

Outside vendors or advertisers are not permitted to post information in Residential Halls.

Flyers and yard signs can be posted for a maximum of two weeks prior to the event and must be removed within 48 hours of event date.

3031.2 Affixing

Under no circumstances may Postings be affixed on University or city signs, lamp posts, trees, buildings, walls, doors, bathroom stalls, fences, elevators, vehicles or any location where the posting may impair safety or cause damage to University property (see **Approved Locations 3031.3**).

Window postings need approval from Events Steering Committee and/or Residential Life (for residence hall postings only). No decals, stickers or tape are allowed on windows, only window clings are permitted.



Absolutely no duct tape or other method of permanent or semi-permanent adhesion that may cause damage to University property may be used. Use only tacks on bulletin boards and painter's tape on non-tackable boards.

Approved flyers are only permitted on bulletin boards in locations listed below; materials cannot be posted on windows or walls without permission from the Events Steering Committee. Please email special requests to:

spacemanagementevents@newhaven.edu

Flyers posted in places other than bulletin boards will be removed and sponsoring group will be notified of the violation.

Yard signs are only permitted on grassy areas on campus with a maximum of 10 yard signs per event.

Please include requests to hang banners within your EMS event request or contact Facilities Operations Office for assistance.

Materials and/or flyers may not be distributed or posted on vehicles in University parking lots.

3031.3 Approved Locations

Approved locations for Postings on university property are listed below:

- a) Kaplan – 2 total; 2 on 2nd floor
- b) Bartels Campus Center – 3 total; 1 on back of each white board (1 by Info Desk, 1 by Dining Hall entrance), 1 on bulletin board stairwell
- c) Maxcy – 3 total; 1 on 2nd floor 2 on 1st floor
- d) Dodd's – 2 total; 2 on 2nd floor (by the doors)
- e) Bergami Hall Game Room – (September-April) 1 total
- f) Maxcy Quad – yard signs only
- g) Residential Quad – yard signs only



- h) Residence Halls (September-April), please bring 75 stamped copies to the *Office of Residential Life* located on the first floor of Bixler Hall (building #20 on the campus map) for approval/distribution
- i) Bucknall Theater boxes (theater/gallery promo only)
- j) Department boards must be maintained in accordance with these policy guidelines

3031.4 Violations and Enforcement

Individuals, departments, Recognized Student Organizations and off-campus businesses or groups that violate the above policy will be notified of the posting violation, asked to remove postings immediately, and will be billed for any damage to University property that occurs as a result of improper posting.