

## **Campus Posting Policy**

The following policy has been established to assist in maintaining a safe environment that is non-threatening and conducive to learning and to ensure that spaces are utilized appropriately. It is expected that this policy will continue to provide an opportunity to promote/publicize on campus.

### **Posting Content**

- Postings should not promote or condone behavior that violates University policies/standards or local, state or federal law; including any expression that may be deemed to be malicious, hostile, slanderous, racist, sexist, inflammatory, obscene or otherwise offensive.
- Postings must clearly identify the event information which includes location, date and time and sponsoring organization or department.
- Postings must be limited to 11" x 17" or smaller in size.

### **Posting Regulations**

- All temporary postings must be on designated bulletin boards or approved locations.
- All general bulletin boards are clearly identified as posting boards.
- All postings should reflect only recognized RSO's, SSO's, academic/administrative departments.

### **Restrictions**

- No postings should be posted on a painted, glass, wooden, or finished surface. This especially includes exits (glass doors) as it poses a fire safety hazard by reducing visibility. Postings may also not be posted on video displays, tech walls, columns, ceilings, furniture, floors, doors/windows, trees/shrubs, trash cans, display cases, bathrooms or bathroom stalls building exterior walls, building exterior signs (including outdoors signs like stop and parking signs).
- Three dimensional materials are not prohibited.
- Nail or glues must not be used to post items on any surface.
- Any posting that cannot be immediately and easily removed, such as stickers, paint, chalk, spray chalk, washable paint crayons, markers, pens, carvings, etchings, sketches or any form of graffiti, is prohibited.

### **General Posting Guidelines**

All postings must conform to University's faculty/Staff standards and Student Code of Conduct and may not contain information/images that qualify as unlawful harassment or discrimination misleading with false or slanderous information. Postings may not promote the excessive use of alcohol, the use of illegal drugs or incitement/engagement in other illegal activities.

### **Posting Approvals**

Posting locations may vary per building. If you are unsure of posting locations, please contact the buildings 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
- Baunhart – Res Life
- Corboy Law Center – Law Library
- MaGuire Hall/Arrupe College – Arrupe Admin Office

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

The use of academic bulletin boards within classrooms are restricted to instructional information. 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.

### **Residence Halls**

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.