

## **SIGN AND POSTER POLICY**

The following policy governs the display of signs, posters, notices, and banners affixed on university-owned or operated property and on property under the ownership and/or supervision of the Student Cooperative Association. It is the responsibility of the person, group, or organization to become familiar with these guidelines and regulations. The following guidelines were developed in order to encourage the advertising of activities and events while preserving the attractiveness and general condition of campus and Co-op properties.

### **A. General Guidelines**

1. Posters and signs shall be placed on bulletin boards or notice boards but shall not be placed on top of existing current notices.
2. All posters must indicate an event date or expiration date so that appropriate staff members may remove signs in a timely manner.
3. Masking tape must be used to affix signs and posters. The use of thumbtacks or staples is permitted only on cork-type bulletin boards.
4. Signs or posters shall not be placed on any glass area of the university, including windows, doors, or partitions. Signs or posters shall not be placed on exterior building walls. Signs or posters are not to be placed on any glass, which covers bulletin and/or notice boards.
5. Signs or posters shall not be affixed to trees or other plant life on campus, to park benches, or to trash receptacles on campus.
6. Banners may be posted in a designated area by presenting the banner to the Center for Multicultural Student Leadership and Engagement (MCSLE) in 128 Elkin Hall. Banners are to be hung by maintenance staff personnel only.
7. The use of chalk for advertisements and announcements is permitted with water-soluble chalk on sidewalks only. Chalking is not permitted on the exterior surface of buildings, walls, steps, exterior patios or building foyers, or any vertical surface, except as authorized by the appropriate University official.
8. Posters, signs, or chalkings found to be in violation of this policy will be removed by building and grounds staff and processed as appropriate through the Office of Student Conduct.
9. All outside banners are hung at the tennis courts.

### **B. Relevant Policy Considerations**

1. The posting of signs or posters encouraging, promoting, or advertising alcoholic beverage consumption is prohibited (see IUP Alcohol Policy).

### **C. Residential Building Guidelines**

1. The general guidelines listed above must be followed.
2. The posting of signs or posters within the residential buildings is the responsibility of the specific residence director. A list of the residence directors can be secured from the Office of Housing, Residential Living and Dining (G37 Suites on Maple West). It is the responsibility of the individual(s) to secure approval from the residence director prior to affixing signs within a residential building.

- D.** Unapproved signs or posters will be removed by the appropriate staff member. Staff members are instructed to remove any poster or sign that does not adhere to the requirements listed above in "General Guidelines."

#### **Hadley Union Building (HUB)**

1. The Student Cooperative Association will reserve portions of bulletin boards for its own use and use by individuals, groups associations, organizations, and corporations.
2. The HUB staff reserves the right to regulate the size and form of signs and/or posters.
3. Advance approval must be obtained from the HUB director or designee prior to the posting of signs or notices for any non university activity or enterprise.
4. Approval to place signs or posters in any location other than on bulletin boards must be secured from the HUB Front Desk.

### **Violations**

Recognized student organizations found to be in violation of the Sign and Poster Policy, upon investigation by the Office of Student Conduct, may immediately lose university recognition.

*Revised and Adopted by University Senate (February 24, 2009)*