



## Posting Policy

### LP 6.1

**Effective:**  
12/6/2017

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**Approved:**  
3/13/2018

**Policy Owner:**  
Board of Trustees

**Policy Administrator:**  
Vice President for Student  
Affairs

**Affected Parties:**  
Students

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## I Policy Statement

**Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards ONLY.**

Lander University has a strict no solicitation policy and as such, outside organizations, agencies or businesses are NOT allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, etc. Outside agencies are permitted to advertise in approved university publications, magazines, etc. Lander students, faculty and staff are the only persons allowed to post materials on campus.

All posters, flyers, announcements, etc., must be approved and stamped by the Office of Student Activities to be posted on campus. Organizations not in good standing will not be allowed to post any materials on campus.

The use of sidewalk chalk must first be approved by the Office of Student Activities.

Items being posted may be no larger than eight feet wide and four feet long in size and must not cover air vents when hung.

A. Additional rules for the posting policy are as follows:

1. All posters, flyers, announcements, etc., must include the organization's name or department name who is sponsoring the event, time of the event and place of the event.
2. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation.
3. Banners will be hung in consultation with the Office of Student Activities and may only be posted 10 days prior to the event the banner is advertising. Banners are defined as anything larger than 20 inches by 28 inches in size.
4. Space requests for banners will be taken on a first come, first served basis and no space is guaranteed.
5. Off-campus events may NOT be advertised on campus unless the event is directly connected with a particular university division OR if the event is an organization sponsored fundraiser for a philanthropy (car wash, etc.) Social events may not be advertised, even for a philanthropy. The organization/division name must be identified on the flyer/banner and must be approved and stamped by the Student Activities office.
6. Flyers, banners, posters, announcements, etc., may not use alcohol to advertise an event or publicize an event where alcohol is being served.



## Posting Policy

7. Sexually explicit or otherwise suggestive flyers or banners will not be approved.
- B. The following sanctions may apply for failure to comply with the posting policy:
  1. First offense — Letter from the director of Student Activities outlining the posting policy and the nature of the infraction and/or a possible \$50 fine;
  2. Second offense — Suspension of posting privileges for one year;
  3. Third offense — Suspension of organization charter.

This policy is referenced in the *Lander University Student Handbook*.