POSTING POLICY

I. Policy Statement

This policy serves as guidance for the campus community regarding posting printed materials (posters, banners, signs, etc.) around campus, and is enacted to limit damage to University property, while also seeking to prevent a campus cluttered with outdated materials or damaged surfaces. The posting of materials must uphold University values and not violate University policy, local, state or federal law. The University can grant or restrict items as it reserves the right over “time, place and manner,” granted solely at the University’s discretion.

II. Purpose

To inform the campus community of correct ways to appropriately advertise events, services, programs, etc., on campus through the placement of printed materials as well as to assist community members with appropriate locations to have questions answered, obtaining approvals, or submitting a complaint regarding a campus posting.

III. Audience

All Drew internal and external constituents.

IV. Definitions

Community Members are defined as those who are directly affiliated with the University. These include: current active and recognized student organizations, University departments, academic units, faculty, staff and students.

Off-Campus Individuals or Organizations are all those that do not have a current affiliation with the University.

V. Procedures

The following are rules and regulations regarding where advertisements can be posted on campus:

1. Posting Permissions: Drew community members are normally permitted to post on campus in identified locations. Departmental, club/organization and office boards are managed by the appropriate entity to whom the board belongs. Boards in public locations are normally available for use by any community member. Please see the contact information below if you have questions.

   Off-Campus Individuals or Organizations: Unless approved as a contractual arrangement through Auxiliary Services, off-campus constituents must first have items approved prior to posting on campus:
   a. Information to be posted on Department, club/organization or office boards shall be approved by the appropriate board manager.
   b. Information to be posted in Residence Halls: Office of Residence Life, 973.408.3394 or reslife@drew.edu
   c. Information on Employment, Jobs, Internships, etc.: Center for Career Development, 973.408.3710
   d. Academic Assistance Services (Tutoring, Note-Taking, etc.): Center for Academic Excellence, 973.408.3617 or cae@drew.edu
   e. All other Off-Campus requests: Dean of Students, 973.408.3924 or stuaff@drew.edu

1. Where to Post: Postings may only occur on bulletin boards or posting strips. The sponsoring organization is responsible for hanging their materials using only masking tape or push pins, as appropriate. Posters should not be placed more than five (5) days prior to an event, and materials must be removed within 48 hours after the conclusion of the event.
   a. Please be respectful of all University property when posting advertisements as well as other event postings.
   b. Staff in each building are asked to monitor the items posted on public bulletin boards and directed to contact Student Engagement, stuact iv@drew.edu, to report those who may have violated the policy.
2. **Prohibited Postings:** Postings are prohibited on all campus building doors, windows, any glass or mirrors, walls, entryways, furniture, and cars. Do not post on department, club/organization, or office specific bulletin boards without permission of those who oversee those boards. Items may not be placed on trees.

3. **Banners and Items Larger than 11×17:** These materials must be approved by the Office of Student Engagement prior to posting. The approval process for extra large sized advertisements requires 48 hours once the item is received by Student Engagement.
   a. Large items to be posted around campus will require additional assistance from the Facilities Department; these requests must be submitted/made a minimum of 5 business days prior to the start date of the posting.
   b. Once items are approved: Student Engagement will follow up with next steps, depending on the posting location requested.

1. **Lawn Signs**
   a. For Event Advertisements: Individuals or student groups interested in setting up signage on the lawn or grassy areas of campus must request permission two weeks prior to the set up date for the lawn signs. Permission for student clubs/organizations can be requested at the Office of Student Engagement. Student Engagement staff will consult with other campus partners, as needed, prior to granting permission. Departments and others should coordinate with Auxiliary Services. Examples of arrangements that must be made include: ordering and printing of the signs, a new or alternative schedule for mowing the lawn, leaf clean up, or concern about litter, line of sight concerns, etc.
   b. For Directional Purposes: Departments or groups interested in having directional signage set up around campus should arrange with their Event Coordinator in Student Engagement or Auxiliary Services. If an organization does not have an Event Coordinator, they may contact Kevin Healy, in the Sign Shop, at 973-408-3412 or khealy@drew.edu.

   **NOTE:** The requestor must provide the following information: signage wording and any special artwork/logos, note whether there are existing signs or new signs need to be created (new signs take 5 days to create), the date when signs need to be up and when they can come down, the number of signs needed, campus locations where the signs should be placed, and Banner account number for billing purposes. Please note, event directional signage will be put up on the day of the event (if an event falls on a weekend, the signage will be put up on Friday). Weekend event signage will be removed on Monday morning. Standard Drew event signs are 18" x24".

1. **Provocative Advertising:** Individuals or student groups interested in setting up provocative or creative artistic advertising displays must first request permission two weeks prior to the set up date at the Office of Student Engagement. Student Engagement staff will consult with other campus partners, as needed.

2. **Chalking:** Writing with chalk on campus paths and roads is only allowed for approved events/purposes in locations that may be cleaned by natural sources (rain). No chalking is permitted on buildings, stairs, walls, and areas under breezeways.

3. **Advertising Content Guidelines:** All advertisements must be free of offensive language and/or any content that may be perceived as harassing or demeaning to a specific group of individuals. Content that depicts any activity that is or could be perceived to be dangerous or illegal such as alcohol or other drug use is prohibited. The materials must uphold University values and not violate University policy or local, state or federal law.

4. **Copyrighted Materials:** Materials that illegally infringe on the copyrighted or trademarked works of others that do not fall within the definition of “fair use” are prohibited.

5. **Political Campaign Posting:** The posting of campaign signs is prohibited on campus. Exceptions include: signs posted by students in one’s own residence hall room and signage temporarily posted in public spaces for a University recognized or approved event.

6. **Encouraged to be Green:** Instead of posting flyers, please email a .jpg to stuactiv@drew.edu and it will be added to the digital signage throughout the campus. For the best display, the images should be set up horizontal and sized to 25×14 inches (or 1920×1080 in pixels).

7. **Table and/or Napkin Dispenser Posting in Dining Venues:** These postings must be approved by the Director of Dining Services at 973.408.3448 prior to any posting. Once content is approved, you will be notified as to the appropriate size and quantities needed for advertising in napkin dispensers.

8. **Removal of Postings:** All materials must be removed and appropriately discarded within 48 hours after the conclusion of the event or activity. Failure to remove items will result in fees to the posting party and potential loss of future posting privileges.

VI. **Consequences of Violating this Policy**

Any organization and/or individual member of the Drew University community found in violation of the Posting Policy:

1. May have their postings immediately removed and appropriately discarded;
2. May lose future posting privileges;
3. Will be charged for the removal and repair directly to their individual or club/organizational account.

VII. **Related Information**

N/A

VIII. **Contacts**
1. Information to be posted on Department, club/organization or office boards shall be approved by the appropriate board manager.
2. Information to be Posted in Residence Halls: Office of Residence Life, 973.408.3394 or reslife@drew.edu
3. Information on Employment, Jobs, Internships, etc.: Center for Career Development, 973.408.3710
4. Academic Assistance Services (Tutoring, Note-Taking, etc.): Center for Academic Excellence, 973.408.3617 or cae@drew.edu
5. All Other Off-Campus Requests: Dean of Students, 973.408.3924 or stuaff@drew.edu

IX. History

This policy replaces existing posting policies effective August 23, 2022.

X. Policy URL: