

# POSTING POLICY

## FLYER/POSTER GUIDELINES

Organizations may post or distribute literature on University property. However, the University expects that poster and literature content will conform to established requirements and generally accepted standards of good taste.

The specific content of posters and literature will be the responsibility of the person or organization submitting posters or literature for distribution. The person or organization will be expected to assume all responsibility for poster content and to hold Western Michigan University harmless from any and all liability that may arise as a result of any posting or distribution. This pertains to all damages, costs, attorney fees and discovery costs that may result from any legal action.

While WMU promotes freedom of expression, the University also affirms civility and, at its discretion, reserves the right to control conditions of time, place, and manner under which posters and literature are distributed.

Publications must comply with the regulations listed in this manual.

### CAMPUS POSTING: GENERAL PROVISIONS

1. To post flyers on approved bulletin boards in the academic buildings and general buildings, flyers must be approved by Student Activities and Leadership Programs (SALP) Office.
2. Posters or flyers must not exceed 14" by 22."
3. The literature must contain the full name of the sponsoring organization, date, time, and event location.
4. All literature must be received by the SALP office **AT LEAST (7) SEVEN BUSINESS DAYS** prior to the event/program taking place.
5. All literature must comply with SALP guidelines and be stamped "Approved" by SALP before posting. If the material is not stamped for posting, the material will be removed and restitution for the cost of labor will be charged to the organization.
6. The Posting Guidelines Form is to be completed by the student organization/department representative requesting the flyer to be approved.
7. If approved, the flyer will be placed in the student organization mailbox for pick-up.
8. If not approved, the organization/department will be contacted in an effort to approve the literature.
9. Please allow **(2) TWO BUSINESS DAYS** for the approval process to take place.
10. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity documents. Failure to do this may result in subsequent loss of funding.
11. Postings are not permitted on any trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, parking meters, trashcans, cars or public signs on campus. All violators will be charged full restitution for the cost to remove such literature from the unwarranted areas.
12. Postings are to be placed on bulletin boards provided by the University. There are information kiosks and general announcement boards available.
13. It is prohibited to post literature over other validly placed flyers or posters.
14. Postings may be tacked or stapled on bulletin boards or taped on kiosks. Other methods of affixing postings or types of adhesives are not permitted.
15. The following offices/departments have specific posting guidelines and approval for literature must be given from each area specifically. Please contact individual office/department for policies and procedures:
  - a. Student Reaction Center (SRC)
  - b. Residence Halls
  - c. Bernhard Center