FLYER/POSTER POSTING GUIDELINES

(a) General Statement of Policy. After first obtaining permission from the Student Activities and Leadership Programs Office (“SALP”). Students, RSOs, and members of the community may post flyers or posters of up to 14” x 22” on kiosks, and under certain circumstances on bulletin boards in academic buildings, and may chalk on WMU sidewalks, subject to this policy. SALP will date stamp the flyer or poster. 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.

(b) Flyers. Students, RSOs, and members of the community may leaflet or otherwise hand out flyers or other printed material in areas generally available to students and the community. No advance permission is required for any such dissemination of printed materials. No person shall be forced to accept distributed materials.

(c) Prohibited expression and means of expression. No flyer or poster shall be posted that utilizes one of the following prohibited expressions or means of expression:

   (i) Disruption. Flyers and posters may not be used, posted, or handed out in such a manner as to disrupt or interfere with WMU’s educational mission, including teaching, research, administration, and other authorized campus activities, or with free and unimpeded flow of vehicular or pedestrian traffic.

   (ii) Property Damage. No flyer or poster may be used or displayed in a way that damages or defaces WMU property or the property of any person who has not authorized the speaker to deface his or her property.

   (iii) Improper Posting. Postings are not permitted on any trees, buildings, walls, doors, windows, utility poles, wires, fire hydrants, parking meters, light poles, vehicles, trashcans, public signs, or any other structure or natural feature not specifically identified for posting purposes on campus. Violators will be charged full restitution for costs to remove such literature from the unwarranted areas.

   (iv) Incitement. No person shall make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of local, state or federal law or ordinance under circumstances such that the statements are likely to actually and imminently incite or produce violations of law or ordinance.

(d) Size and quantity. Posters or flyers must not exceed 14” by 22.” No more than two posters per event/activity may be placed per kiosk or bulletin board.

(e) Flyers and posters on kiosks. WMU students, faculty, administrators and RSOs may post signs on kiosks. Posts made on kiosks must be taped. Individuals may not post on kiosks any sign advertising goods or services for sale. SALP will date stamp
the flyer or poster. 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.

(f) **Flyers and posters on bulletin boards in buildings.** Bulletin boards in academic and other buildings not specified in subsections (j), (k) or (l) below are nonpublic posting spaces curated by the Student Activities and Leadership Programs (SALP) Office. To post flyers or posters on approved bulletin boards in the academic buildings and other buildings, flyers must be approved by SALP, pursuant to the following guidelines:

   (i) **Identification of posting entity.** The flyer or poster must contain the full name of the sponsoring organization, date, time, and anticipated location.

   (ii) **Time for approval.** All literature must be received by the SALP office five (5) business days prior to the event/program taking place. Please allow two (2) business days for the approval process to take place.

   (iii) **“SAF Funded” notice.** 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.

   (iv) **Placement.** It is prohibited to post literature over other validly placed flyers or posters.

   (v) **Method of posting.** Postings may be tacked or stapled on bulletin boards. Other methods of affixing postings or types of adhesives are not permitted.

(g) **No posting areas.** Postings are not permitted on any trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, parking meters, light poles, vehicles, trashcans, public signs, or any other structure or natural feature not specifically identified for posting purposes on campus. All violators will be charged full restitution for the cost to remove such literature from the unwarranted areas.

(h) **Removal.** All flyers or posters placed in accordance with this policy must be removed no later than seven (7) days after the related event has ended. If there is no related event, all flyers and posters placed in accordance with this policy must be removed within fourteen (14) days of posting.

(i) **Penalty for violation.** If any material is posted in violation of this policy, the material will be removed and restitution for the cost of labor will be charged to the organization. Repeated violations of this policy may result in loss of posting privileges or loss of student group status.
(j) **Bernhard Center.** Flyers or posters to be posted in the Bernhard Center must first be approved by SALP. Copies of the posting should be delivered to the SALP Office, as described in paragraph (d) and its subparts. SALP will date stamp the flyer or poster. 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.

(k) **Student Recreation Center.** Flyers or posters to be posted in the Student Recreation Center (“SRC”) must be approved by SALP prior to being submitted to University Recreation. A maximum of 12 copies of promotional materials may be submitted for posting. The SRC also has a display case available for a weekly fee of $5. For more information, please contact Cindy VanderWoude at (269) 387-3115. SALP will date stamp the flyer or poster. 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.

(l) **Residence Hall Posting Guidelines.** Organizations wishing to advertise in the residence halls must have all flyers stamped “Approved” by the Office of Residence Life. An original flyer should be brought to the Residence Life office, located in the Faunce Student Services Building, to be approved for distribution. Copies of approved flyers are to be returned to the Office of Residence Life, and Residence Life staff will post them in the halls. 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.

(m) **Chalking.** Chalking on WMU property is permitted only as follows:

(i) Chalking is permitted only on sidewalks of WMU grounds that are exposed to weather and not covered by a roof or overhang.

(ii) Materials used to mark sidewalks must be water soluble, environmentally friendly, non-toxic stick chalk. The use of markers, paints, oil-based products, spray chalk, or other types of markers or liquids, is prohibited.

(iii) Sponsoring organization’s name must appear within each chalk message.

(iv) Chalking must be at least 20 feet from entrances and exits of all buildings to protect interior carpet.

(v) Chalking is prohibited on other surfaces, including roadways, buildings, steps, seating walls, benches, planters, tables, signs, poles, columns, trash and recycling receptacles, trees, tunneled areas, under tents, and other surfaces and structures and fixtures.

(n) **Prohibited claims.** Individuals and organizations may not in any way represent that their activities, including flyers and posters, are endorsed, sponsored or sanctioned by
WMU without the express written consent of the Vice President for Business and Finance or Vice President for Student Affairs.

(o) **No indemnification or redress.** Individuals, groups and organizations are solely responsible for their expressive and other activities on or off campus. Any individual, group or organization participating in or conducting activities not under the written auspices of WMU does so voluntarily and at its own risk, with no right to seek indemnification or other redress from WMU for the consequences of its actions.

(p) **Appeal.** A person or RSO that disagrees with a flyer/poster decision may appeal the decision to the Vice President for Business and Finance and Vice President for Student Affairs by providing written notice to the Vice President for Business and Finance or the Vice President for Student Affairs on or before the third (3rd) business day when WMU is in session after the date the person or RSO is notified of the decision being appealed. The notice of appeal must contain the person or RSO’s name and address, a brief description of the decision being appealed, the person or RSO’s reason for appealing, and the date the person or RSO received notification of the decision being appealed. When timely notice of appeal is received, the appealing party shall have an opportunity to meet with the Vice President for Business and Finance and Vice President for Student Affairs, or their representatives, prior to receiving a decision on the appeal. The appealing party shall be notified of the date and time of the meeting at least one (1) business day in advance. The University will consider appeals promptly and issue a decision within two (2) business days from the meeting with the appealing party.