

STUDENT LIFE POSTING POLICY

Registered student organizations (RSOs) and University departments and offices are encouraged to publicize events with posters and flyers. All promotional material distributed by students and registered student organizations must be approved by the Office of Student Life in advance of posting. Unapproved flyers will be removed. The University reserves the right to regulate locations on campus where posting or distribution of materials can occur. Individual students or RSOs that do not comply with the campus posting policy will be subject to disciplinary action, which could include the removal of posting privileges and/or other judicial sanctions.

GUIDELINES FOR POSTING FLYERS/SIGNS/POSTERS

STEP 1: CONTENT

- All materials must include the following:**
 - Name of the sponsoring registered student organization. A direct relationship must exist between the organization's department's general function and the event being advertised.
 - Date, time and location for the event.
 - Contact information (phone number/email) for where the organization can be contacted with questions.
 - Events sponsored by The Student Activity Fund must include the statement, "Sponsored by the SAF" or "Sponsored by the Student Activity Fund."
 - For student concerts, dances and special events, the promotional material must include the statement "Current Cougar Card Required" or "Current College ID Required."
 - All materials written in a foreign language must include the equivalent English translation.
- Materials will not be approved if they contain:**
 - The SXU logo/seal. Student organizations who wish to use the official Saint Xavier University logotype must obtain permission from University Relations, facilitating their request through the Office of Student Life.
 - Any reference to illegal substances.
 - Offensive language, images and/or graphic illustrations.
 - Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin and/or disability.
 - Any information that would violate local, state or federal law or University policies.

STEP 2: APPROVAL

Prior to duplicating or posting, all materials must be approved and stamped by the Department of Student Life (L-103). Materials that are not approved or properly posted will be removed.

STEP 3: POSTING GUIDELINES

The following policy governs posting:

- Posters and flyers may not exceed 11"x 17".
 - Only masking tape may be used when posting on hallway walls. Postings made with other types of tape may be removed.
 - Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
 - Approved posting locations include the following:
 - Warde Academic Center**
 - On designated bulletin boards and in the Student Activities hallway between the Student Lounge and the handicap accessible entrance on the first floor (north side of the S-wing)
 - One flyer on the main bulletin board in the lower-level L wing (between the restroom and SSP)
 - Not allowed on walls on the second/third floor of Warde at all -- only on public bulletin/cork boards
 - Not allowed in the Diner on walls or table, etc. (only exception is handouts at reserved tables)
 - Graham School of Management**
 - Up to two flyers on the approved bulletin boards in the building; no posting allowed on walls or glass.
 - Residence Life**
 - Flyers can be up for a maximum of two weeks. Flyers must be pre-stamped by Student Life (stamp will include date flyers are to come down).
 - Please post no more than the maximum number of flyers in each hall:
 - Regina - 10; Pacelli - 8; McCarthy - 4; Rubloff - 5; Morris - 4
 - Flyers can only be stapled to bulletin boards in the main entry and other designated areas in the halls.
 - Flyers can be delivered to the Office of Residence Life in Rubloff Hall room 110 for posting with the understanding that it may take up to two business days for the materials to be posted.
 - In the University Apartments, flyers can only be posted in 10140 and Kedzie. Student organizations can drop off four flyers at the Residence Life office (posting happens every Tuesday).
 - Shannon Center**
 - On the two main bulletin boards, a maximum of two flyers may be turned into the desk for posting.
- Additionally, schools, departments and organizations maintain their own bulletin boards and should be consulted for permission to post at those locations.

- Posters and flyers may not be placed on any other walls, doors or glass.

STEP 4: REMOVAL & VIOLATIONS

- All signs posted must be removed in a timely manner when they become outdated.
- Individuals or organizations that do not comply with the posting guidelines will be sent a warning letter. Subsequent violations may result in the loss of posting privileges.
- Flyers cannot be distributed at the entrances or in the dining rooms at any time.
- Flyers should not be posted in non-designated areas. Posting in these areas may result in the loss of posting privileges.
- Materials may not be placed on car windshields without the approval of the Dean of Students.
- Students may not deface or remove the posted materials of any organizations other than their own.

GUIDELINES FOR OTHER FORMS OF PUBLICITY

TABLE RESERVATIONS

- All diner tables must be reserved through Student Life. Only registered student organizations, classes, teams and University departments are permitted to reserve a Diner table. Student organizations may not reserve a table on behalf of a vendor or individual students.
- Tables can be reserved to display literature, disseminate information, raise money, sell tickets, sponsor an event and used for other forms of expression. Each table must have a sign that identifies the student organization sponsoring the table.
- All organizations/departments must submit a Promotion & Meeting Reservation Form to reserve their preferred space via The Den, formerly OrgSync.
- Reservations are active from 10 a.m. - 2 p.m. on your confirmed date.
- There are eight tables in the diner. A four-foot table and two chairs are provided when you reserve this space.
- Any paper taped to these tables must be done with masking tape. The organization sponsoring the table is responsible for cleaning up any litter at the end of each day.

CHALKING

Chalking to promote and publicize events should follow the same guidelines as other student publicity:

- Student organizations must complete a Promotion & Meeting Reservation Form to obtain approval prior to chalking.
- Chalking is allowed only on student sidewalks at pre-approved locations.
- Only water-soluble chalk, which can be washed away by rain, may be used.
- Chalking is prohibited:
 - On University property including, but not limited to, all vertical surfaces, buildings, walls, planters, doors, trash receptacles, steps, fountains, benches, tables, signs, poles, columns, bus stops, light posts and trees.
 - Underneath any covering where chalk would not be washed away by rainfall.
- If a member of the student community requests that you do not chalk on a sidewalk, please contact the Office of Student Life.

SXNews

If an organization would like to post a message to the University community on SXNews, send the text as it should appear in the message to the Office of Student Life at studentlife@sxu.edu. Emails should be sent at least three days prior to intended publication date. To post a message or announcement on the outdoor electronic marquee (located near the Shannon Center entrance to Student), an organization should complete a Marquee Announcement Form (available in the Student Life office), which must then be submitted to University Relations (consult University Relations's Policies and Procedures Manual, Graphic Standards and Content Style Guide for further guidelines). All marquee announcements require the approval of University Relations and the Office of Student Life.

WEB PAGES

Please consult the Office of Student Life for guidelines on how to use your Den web page.

MEETING RESERVATIONS

- All student organization meetings held by students must be reserved through Student Life. Only registered student organizations are permitted to reserve rooms for meetings. Student organizations may not reserve a room on behalf of a vendor.
- The organization sponsoring the meeting is responsible for cleaning up any litter and resetting the room at the end of the meeting.



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