

## The Catholic University of America Official University Policies



### Student Life Posting Policy

**Approved by:** Vice President for Student Life

**History:** Issued --  
Revised -- June 24, 2004  
[Additional History](#)

**Related Policies:**

**Additional References:**

**Responsible Official:** Director, University Center, Student Programs & Events, (202) 319-5291

#### **I. General Statement**

The objective of the policy is to ensure that The Catholic University of America maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum of publicity outlets. Cooperation is essential to creating an attractive and pleasant environment for students, faculty, staff, alumni and visitors.

#### **II. Policy**

The Office of the University Center, Student Programs and Events (UCSPE) must authorize all materials before they may be posted on campus. UCSPE is the official registration point for posters, signs, notices, flyers, banners and announcements. Registered student organizations and campus offices and departments are eligible to post materials. Vendors, other organizations and individuals must be authorized by an appropriate representative of UCSPE before any posting is permitted. Permission is given if the materials comply with established university policies. All material must bear the official UCSPE stamp before being posted or distributed. The stamp may not be copied or reproduced. An original stamp must appear on all posted materials. A maximum of 100 pieces must be submitted for approval and stamping, 9 a.m. to 5 p.m. Monday through Friday. In addition to this policy, the policies outlined in the Student Handbook provide guidelines specific to the residence halls.

#### **III. Designated Posting Areas**

**Activities Bulletin Boards (Campus-Wide):** Items posted on designated bulletin boards must be at least 4x6 inches but not to exceed 18 x 24 inches. Only one item for the same event per bulletin board, regardless of the style of flyer will be permitted. Tacks or masking tape should be used to affix flyers to bulletin boards. The use of paste, sticky-back substances, adhesive tape (other than masking tape), staples or spikes is prohibited.

Posting may not occur on designated departmental boards, walls, doors, sidewalks, lampposts, trash receptacles, telephone booths, elevators, restroom stalls, sculptures, signs, traffic control/utility poles, trees, vehicles, glass, or planted garden areas. Posting in the Pryzbyla Center and in the residence halls is restricted to listed areas. Posting in the residence halls must be done during visitation hours.

**Columns (Pryzbyla Center) Target:** Items posted on columns located in the 1st and 2nd floor lobbies of the Pryzbyla Center must be at least 4 x 6 inches but cannot exceed 18 x 24 inches. Only one

item for the same event per column, regardless of the style of flyer will be permitted. Masking tape should be used to affix flyers to the columns. The use of paste, sticky-back substances, or adhesive tape (other than masking tape) is prohibited.

#### Campus Posting Locations:

- Caldwell Hall: Near the entrance to the residential section
- Centennial Village: The lobby of each building
- Conaty Hall: Bulletin boards on each stairwell across from the doorway
- Flather Hall: Bulletin board to the right of the front entrance
- Gibbons Hall: Immediately inside the main entrance
- Gowan Hall: One (1) bulletin board, 2nd floor lobby by library
- Hannan Hall: One (1) bulletin board, 1st floor
- Hartke Theater: One (1) bulletin board, 1st floor
- Life Cycle Institute: One (1) bulletin board, 1st floor
- Maloney Hall: One (1) bulletin board, 1st floor
- Marist Hall: Three (3) bulletin boards, 1st floor
- McCort-Ward Hall: One (1) bulletin board, 1st floor
- McMahan Hall: Two (2) bulletin boards on ground floor, one (1) on 1st floor & two (2) on 2nd floor
- Mullen Library: Two (2) bulletin boards; on 1st floor & next to copy center
- Nursing/Biology: Three (3) bulletin boards; two (2) on 1st floor & one (1) 2nd floor
- O'Boyle Hall: Two (2) bulletin boards on 1st floor, one (1) on 2nd floor & two (2) on 3rd floor
- Pangborn Hall: Two (2) bulletin boards on 1st floor, two (2) on 2nd floor & two (2) on 3rd floor
- Pryzbyla Center: 1st, 2nd and 3rd floor bulletin boards; total of four (4) locations
- Pryzbyla Center: Columns located in the 1st and 2nd floor lobbies; total of four (4) locations
- Regan Hall: Bulletin board the front door
- Ryan Hall: Bulletin board on the left wall in the entrance foyer
- Salve Regina: Contact the administrative assistant
- Seton Hall: Near the entrance to the residential section
- Spellman Hall: Bulletin board in the main lobby
- Student Health Services: Leave flyers with front desk staff
- Ward Hall: Contact staff in Room 111

Banner Posting Locations: Banners may be hung in designated areas of the Pryzbyla University Center and residence halls. The banner must be approved by UCSPE. Permission to hang the banner must be obtained from UCSPE, Pryzbyla Center Suite 204, and the appropriate area coordinator in the residence hall. Banner space must be reserved and is assigned on a first-come, first-served basis. Items posted in the designated areas must be at least 18x24 inches but not exceed 4x10 feet and appear neat and professional. The respective office reserves the right to remove any banner that is not approved, considered in poor taste or presents a hazard to persons or property.

A representative from UCSPE must install all items displayed on the Pryzbyla Center railings. Adhesive (tape, glue, stickers, etc.) and wire are not to be used on any railings. Items not properly installed or posted in areas not designated for posting will be removed and may result in loss of posting privileges.

Easels (Pryzbyla Center): Items posted on easels must be at least 18 x 24 inches but not exceed 24 x 36 inches and appear neat and professional. Four (4) easels will be allowed at any one time in the 1st and 2nd floor lobbies. Easel space must be reserved through UCSPE and is assigned on a first-come, first-served basis.

#### **IV. Standards**

Time Limits Target: All posted material may be posted for a period of fourteen (14) calendar days. The "POSTING VALID THRU \_\_\_\_\_" stamp available through UCSPE must be clearly visible on the face of the posting. Materials posted must be removed no later than one (1) day after the conclusion of the event. The sponsoring group or organization is responsible for the removal of

posted material. Undated material may remain posted for a maximum of two (2) weeks.

Sponsorship: Materials to be distributed or posted must list all of the sponsoring organizations.

Identification of Publicity: All advertisements, announcements and signs must be identified with the name and phone number of the person or organization responsible.

Language: Publicity written in any language other than Standard American English must contain and English translation.

Off-Campus Entities: Any off-campus entity wishing to post materials on Bulletin Boards or on a designated posting location must have approval from UCSPE and must abide by these posting regulations. Publicity for off-campus entities and personal notices shall be restricted to locations designated by this policy.

Alcohol: Events sponsored by CUA that include the availability of alcohol may be advertised only after meeting with a UCSPE representative to discuss the program's details and to ensure compliance with the university's alcohol policy. The service of alcohol at an event may not be expressly mentioned on advertisement of said event. No off-campus alcohol event may be posted.

#### **V. Other Promotion Methods**

Handbills, Circulars, Flyers and Table Tents: Distribution of handbills, circulars and flyers not in violation of campus regulations is permitted on campus. The campus retains the ability to exercise its right to regulate the time, manner and place of the distribution. Student organizations, university departments and administrative offices wishing to distribute any materials must obtain permission from UCSPE. Distribution is not allowed in parking lots or buildings, other than the Pryzbyla Center. Interference with the normal flow of motor vehicle or pedestrian traffic is not permitted. The disposal and collection of discarded handbills, circulars or flyers is the responsibility of the sponsoring organization. Generally the placement of table tents in the student restaurant and food court is allowed with prior approval from the General Manager of Dining Services.

Off-Campus Housing and Off-Campus Recruiting: Materials advertising off-campus housing opportunities are not permitted on campus. All materials are referred to the off-campus housing resource center, Office of Housing Services, 160 Cardinal Hall. The Office of Campus Ministry or the Office of Career Services must approve materials recruiting for volunteers or jobs, respectively, before approval by UCSPE is given.

Student Government Elections: During student government elections, this policy remains in effect. The policy is distributed with the election materials to all candidates.

Mass Mailings: Registered student organizations may distribute information through resident student mailboxes if the material is approved by the UCSPE, and all pieces are folded, addressed, bundled according to residence hall and delivered to Cardinal Station for distribution. To obtain mailing labels, contact UCSPE. Campus offices are to make arrangements with Cardinal Station as needed. Vendors must make arrangements with UCSPE before Cardinal Station will accept any mailing.

Chalking: Chalking is not allowed on the pedestrian walks, patios and stone surfaces on campus.

Room Distribution: Placing material under residents' room doors is prohibited. Special permission may be granted by HRS for major campus programs.

Exclusive Contracts: Exclusive contracts between the university and suppliers of refrigerators, carpets, bed linens, credit cards and telephone calling cards prohibit advertising from on-campus competition. Requests to advertise for these products and any others with which the university has exclusive contracts will be denied.

**VI. Noncompliance**

Materials are not to be posted in areas other than designated posting areas. Posting is not allowed on designated departmental boards, walls, doors, sidewalks, lampposts, trash receptacles, telephone booths, elevators, restroom stalls, sculptures, signs, traffic control/utility poles, trees, vehicles, glass, or planted garden areas. Nothing shall be posted as to obscure previously posted, properly placed materials.

If UCSPE becomes aware of any violation of this policy, it notifies the sponsor in writing. If a second violation occurs, the sponsor loses all posting privileges for a time period equivalent to one semester and may be assessed a fine. If violations continue to occur after this sanction is assessed and the sponsor is a registered student organization, UCSPE has the option to revoke the organization's registration for a time period equivalent to one semester. The loss of registration status results in the loss of scheduling facilities and events and the possible loss of using funds. If a student violates this policy by posting or distributing handbills for an unrecognized organization, the student may be subject to disciplinary procedures.

**Last Revised** 02-Mar-08 03:39 PM.