

Permit will be revoked.

Posting and distribution of flyers/posters

I. The buildings and groups at Howard University are private property and in general, materials may not be posted or distributed without the permission of the University.

II. Before displaying any advertisement, including signs, posters or placards on the bulletin boards or other display spaces at Howard University, the University employee, organization, department or recognized student organization must obtain authorization from the scheduling office. The name(s) of the sponsoring organization(s)/entity must appear on all advertisements. Requests for permission to distribute handbills, flyers or publications must be made directly to the Scheduling Office for authorization for posting and/or distribution of the materials.

III. The posting of flyers and other printed materials are limited to University employees, currently enrolled students, and representatives of recognized student organizations.

IV. Upon approval, permission to post or distribute materials shall be granted for specific period of time.

V. The following regulations apply to all posting. Posting materials other than in compliance with these regulations will result in sanctions.

1. The University prohibits the posting of advertisements, announcements that it considers lewd, indecent or vulgar, or that reflect the commission or attempted commission of any crime. Failure to conform to this requirement may result in withdrawal of approval to use the University facility.

2. In each authorized area, only one advertisement per event may be posted. Advertisements posted, in violation of this policy will be removed. The sponsoring organizations, along with that facility coordinator are required to monitor areas authorized for posting events and are responsible for removing outdated advertisements.

3. All advertisements and announcements, whether posted on or off the campus of Howard University campus, must bear the following statement:
"The view(s) expressed during this activity do not necessarily reflect the views of Howard University or any of its schools or colleges."
Failure to conform to this requirement may result in withdrawal of approval to use University facility.

4. All posters/flyers must be authorized and registered with the Scheduling Office prior to mass production and posting.

Registering includes providing the name of the sponsoring entity or organization, contact name, phone numbers and address.

5. Process time for the authorization to post materials is a minimum of 24 hours.

6. All persons MUST supply the office with a minimum of two posters/flyers. One copy of all posters/flyers will be retained for the office files prior to stamping.

7. A maximum of 10 flyers/posters may be authorized to be stamped for posting at any one time.

8. All posters/flyers involving University facility usage requires confirmation of approval for use of the facility prior to flyers/poster stamping. Documentation of the confirmation may be required, in writing upon request. Flyers must state, in English, the time, place, date and University sponsor. Failure to provide confirmation of the event scheduled in a University facility will result in denial of stamping of posters/flyers, as well as withdrawal of approval of the event.

9. All posters must meet criteria outlined in the University's Alcohol Policy. Posted materials may not advertise alcohol, drugs, gambling, weapons, or anything else that would be in violation of University policy, either through language or artwork.

10. No posters, flyers or announcements may be attached to unapproved areas such as: trees, doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Howard University signs or statues, walls, plastic, metal or glass surfaces, or bulletin boards administered by a University department sponsor without permission from the department.

11. Only requests from recognized student organizations and Howard University department/officials will be considered for posting on campus for on campus events. Flyers and announcements by non University groups and organizations are prohibited unless co-sponsored by a student organization or University department. The name of the student organization or University department must be clearly displayed on the poster or distributed materials. Departments and/or facility coordinators/managers may have additional restrictions for their building manager in each building for information.

12. Posters, flyers or announcements may be attached with masking tape, push pins or staples on bulletin boards, only.

13. Materials may not be posted more than ten (10) days

prior to the event.

14. All posters, flyers or announcements must be removed by the event sponsor within 24 hours following the completion of the event.

15. University and non-University affiliates organizations violating these guidelines are subject to fines and service charges. Student organizations, individuals, as well as non-University affiliates entities, violating these guidelines will be subject to a \$25 fine per poster/flyer in violation. Violations must be paid within 14 days of violation notice to avoid any additional penalties. Violators are required to remove and properly dispose of each/flyers in violation of the aforementioned guideline. In addition, violators must repair any damages, or pay for services required incurred by either the posting itself or removal of the materials.

16. Persons distributed handbills, leaflets and flyers shall take all measures necessary to prevent those materials from littering streets, sidewalks, buildings or any other space on campus and the District of Columbia.

17. Distributions not in compliance with these guidelines, within the perimeters of Howard University may be stripped or removed by University staff. However, it is the responsibility of Howard University student organizations or employees to stop or remove all distributions in violation of University regulations or D.C. law.

18. Indoor posting of materials, for bulletin boards, must not exceed 11"x 17".

19. Postings are limited to one per event on any one bulletin board, and must not overlay other materials.

20. Promotions and/or advertising for special events such as elections, homecoming, or spring arts festival may be excepted by permission from the Scheduling Office.

21. Exceptions to any of the distribution guidelines may only be considered by the Scheduling Office.

22. Banners: Banner space is available only to recognized student organizations and University departments or entities. The space for same must be reserved through the Scheduling Office.

23. Banners must not exceed 7'x 8'. The bottom of the banner must be weighed in an appropriate manner.

24. The recognized student organization or University department reserving the banner space, is responsible for hanging and removing the banner(s). Failure to remove

the banner(s) upon expiration of the reservation may result in the removal of the banner(s) by the University. The organization or entity responsible for the banner may then be billed for its removal.

25. To insure broad access to banner spaces, only two may be reserved at a times, for a maximum of seven (7) days per event and two (2) events per semester. Banner space may not be reserved for more than one week.

26. Recognized student organizations and/or University users may not advertise or promote Howard University or any University facility as the location or site of an event until after the University has given final written approval to use the University facility. In addition, not artist(s), speakers(s), performer(s), ect., shall be advertised, prior to the execution of such agreement by the Vice President for Business and Fiscal Affairs or his/her designee.

27. Request for approval by recognized student organizations, University employees or departments, to advertise on and off campus events, activities, or personalities, via any electronic or print mediums must be submitted to the Scheduling Office, prior to the actual placement or ordering of such advertising.

28. Distribution of handbills must be authorized by the Scheduling Office or the specific facilities manager/coordinator affected, in advance. Only recognized student organizations or University departments, advertising on campus events, will be considered.

29. On or off campus advertising and or announcements must NOT bear the name of Howard University, Howard, Bison or any other name under license by Howard University, without prior approval by Licensing Office. In addition, use of the term "official" in the announcement of an event is not permitted without proper approval from the University.

30. Showcase reservations may be for two (2) week period, maximum. Recognized student organizations and/or University users may reserve a showcase twice a semester. Approval to post on show cases is at the discretion of the facilities coordinator, or the Scheduling Office, for cases in the Blackburn Center.

31. Flyers and posters are to be distributed on campus only. Off campus advertising is not permitted. This includes the announcement of events on Radio/TV and in non-University publications. Exceptions to this rule may be granted by the Scheduling Office.

Note: These guidelines are subject to change without notice.