



## Campus Posting Procedures

[Campus-Based Organizations](#) | [Business and other Commercial Enterprises](#) | [Alcohol Promotions](#)  
[Williams Center Banner Guidelines](#) | [Offensive Posters](#) | [Violations](#)

All campus bulletin boards are the private property of SUNY Fredonia. Those wishing to advertise events or promote commercial activities must strictly adhere to the campus' posting policies.

### Campus-Based Organizations:

All student organizations, academic and departmental offices, and individual faculty and staff who wish to advertise sanctioned events and programs on the SUNY Fredonia campus must obtain a posting stamp for their poster/flyer from the Campus Life Office before it is hung. With the exception of the promotion of alcohol, where a strict campus policy is enforced, it is not the intent or responsibility of the Campus Life staff to censor information, but to verify that the poster/flyer promotes a legitimate campus event. Campus event posters/flyers that receive the "Approved for Posting" stamp may be posted on any designated campus bulletin board. In order to allow space for groups to advertise their events, the college asks that promotions are limited to one flyer/poster per bulletin board. Posters and flyers should not be posted in a manner that covers or obstructs another organization's promotion.

Posters **may not** be posted on faculty or staff office bulletin boards or next to resident assistant rooms without the permission of the faculty or staff member. Posters are **not** permitted on doors, windows, and walkways, in or on elevators, on cement columns, floors, signposts, parked cars, bus shelters, vending machines, or building exteriors. In addition, posters may not be posted on bulletin boards next to classroom entrances. These boards are intended for use by the instructors to post pertinent class information. The chalking or painting of sidewalks or cement columns is also prohibited.

All posters/flyers are to be in direct proportion to the bulletin boards and at no time exceed 19" x 32." Posters may be displayed for a maximum of two weeks prior to the event. It is the responsibility of event organizers to remove the posters immediately after the event has concluded. Both stipulations are intended to provide equal advertising space to other event organizers.

All postings **are required** to have the following information: **the sponsoring organization's name, the event title, the time, location and date of the event.** Posters/flyers that do not include the relevant information will not be approved for posting. All Student Association - recognized organizations are required to indicate on their posters that their event is sponsored/funded by the Student Association.

[ [Back to Top](#) ]

### Business and other Commercial Enterprises:

Business and commercial vendors are permitted to advertise on campus, but with the following restrictions:

1. All business and commercial postings will be limited to the general "open bulletin boards" on the McEwen Hall/Williams Center walkway.
2. Business and commercial posters/flyers must receive the approval of, and receive an "Approved for Posting" stamp from the Campus Life office.
3. Landlords wishing to rent their facilities to students are also required to include their name, address and phone number on the poster/flyer.
4. Individuals looking to sell personal items such as cars, computers or other merchandise must list the seller's name and phone number on the poster/flyers.
5. Student bands that wish to advertise their performance in a bar or restaurant are required to have their posters/flyers approved and will be limited to the three outside general bulletin boards along the McEwen Hall/Williams Center walkway.

[ [Back to Top](#) ]

### **Policy on Alcohol Promotions:**

SUNY Fredonia maintains a strict campus policy of not permitting advertising that promotes the indiscriminate use of alcohol to students. Posters/flyers that promote alcohol consumption with bar night drink specials, happy hours, drink and drown nights will not be approved, and will be removed if found on campus. Groups hosting events at a bar or restaurant are encouraged to promote theme nights (holiday themes, Senior Challenge, etc.), celebrations or bands.

Student organizations that sponsor events at a local establishment where alcohol is sold may not use the college's name in any advertisement.

[ [Back to Top](#) ]

### **Williams Center Banner Guidelines:**

Banners may be hung from the balcony wall of the Williams Center with the approval from the Campus Life staff. All banners are required to list the same information as posters/flyers (who, what, where, when). Banners are to be hung with tacks along the front wooden edge of the balcony; tape is not permitted. The painting of banners is not permitted inside or outside of the Williams Center. Painted banners must be thoroughly dry before they are hung. Due to the limited amount of available balcony wall surface, a limit of one banner per group will be enforced. There is a two-week limit for banners hanging in the Williams Center; the organization is responsible for removing the banner. Banners removed by the Campus Life staff and not claimed by the organization by the end of the semester will be discarded.

As a courtesy to event organizers hosting an event in the Multipurpose Room, banners hung around the balcony may be removed for the function. A Campus Life staff member will remove the banners and store them in the Campus Life Office during the event; banners will be re-hung after the event is over.

Velcro banners are available for rental to advertise campus-wide events. There is a seven-day maximum rental on Velcro banners, and a rental fee will be assessed. For available dates and rental fees, interested persons should stop by the Campus Life Office in the Williams Center.

[ [Back to Top](#) ]

**Offensive Posters:**

Persons taking offense to the language or nature of any poster, flyer or banner are encouraged to contact the event organizers. The Campus Life Office does not accept responsibility for any poster/flyer content that may be considered offensive.

[ [Back to Top](#) ]

**Violations:**

Violators of any of these guidelines, including the use of fraudulent approval stamps, will be referred to the campus judicial system for review.

[ [Back to Top](#) ]

*Revised: November, 2002*

*Approved by the Student Affairs Committee: November 12, 2002*

[Admissions](#) | [Academics](#) | [Athletics](#) | [Campus Life](#) | [Events on Campus](#)  
[Faculty & Staff](#) | [Fine & Performing Arts](#) | [Residence Life](#) | [Fredonia Home](#)

© 2006 [SUNY Fredonia](#)