

Campus Publicity and Display Policy

1. All posted advertising, promotional, informational materials, or displays should clearly state or include the official name of the recognized student organization, agency, department, or individual sponsoring the event/program or responsible for the message. Publicity materials or displays that do not reflect this information will be removed.
2. All publicity materials designed for indoor display are restricted to designated permanent bulletin boards or poster kiosks unless there is prior approval from a sponsoring department within the building. Sponsors shall limit postings to one (1) copy of each flyer per bulletin board. Multiple postings will be removed. Residence hall approval is through the Housing and Residence Life office. All other locations are approved through the Office of Campus Activities.
3. Outdoor displays and publicity are not to be placed or affixed in any way to sidewalks, lampposts, trash cans, benches, doors, glass surfaces, windows, walls, or other surfaces. Any materials affixed to these surfaces will be removed.
4. All sidewalk chalking must be water-based white or colored chalk and on horizontal surfaces only. Chalking must be clear of any overhang or awning so that it can be washed away by rain. Sidewalk chalk that interferes with use or other needs for the sidewalks may be removed by Facilities Management.
5. Outdoor campus displays and yard signs are permitted if approved by the Office of Campus Activities. The sponsoring organization must have the outdoor location reserved through the Facilities Management office. Display locations must be approved by the Facilities Management office to ensure displays do not damage landscaping or facilities so campus grounds may be maintained, outdoor displays are permitted to remain in place no more than five days, Monday through Friday.
6. Tree banner/sheet signs at the academic quad, Union Building living room, Bowman Park, or near residence halls should be legible and should not obstruct walkways. Trees in other locations may not be utilized without prior approval from the Facilities Management Office.
7. Lamppost banner displays are typically used for School of Music and Administrative banners. Limited use may be available to Student Organizations in special circumstances. Student organizations should contact the Office of Campus Activities with any further inquiries and for additional direction regarding their request.
8. For DePauw Residence Halls and University Owned Apartments and Houses, please see detailed publicity information located within the [Housing and Residential Life Community Living Policies](#).
9. Non-DePauw University sponsors may display publicity materials on the Community Board, located in the Memorial Student Union Building by the lower level south stairs. Posted materials must have sponsor information and expiration date clearly marked. DePauw student organizations are asked not to post on this board.
10. Student Organizations or University departments who wish to have event advertisements displayed on the digital displays in the Union Building should follow all digital sign policies listed on the web. Advertisements should include a picture and should have a minimal amount of text that includes date, time and location of the event as well as the event sponsor. All advertisements submitted by digital display must be approved by Campus Activities staff.
11. Campus offices, departments and student organizations are encouraged to utilize publicity via Campus Labs. All student organizations are required to have the event electronically approved on Campus Labs before it will appear to the public.
12. Advertisements for alcoholic beverages are not permitted on any publicity materials or displays.

13. Sponsors are responsible for the prompt removal of all paper publicity materials after the event.
14. Violations of this policy may result in referral to the Community Standards process as well as financial charges related to damages or cleaning by Facilities Management.

Critical Incident Management Team

As an institution, DePauw University is committed to being prepared to respond to a variety of critical incidents in an effort to maintain the health and safety of its students, faculty and staff. A critical incident is defined at DePauw University as an event that encompasses on-site emergency response to a threat to physical safety as well as ramifications that need to be addressed on a larger scale. Some examples of critical incidents include: simultaneous multiple injuries on campus, bomb explosion, pandemic or other serious health issue, major tornado damage, hostage situation, active shooter, or major fire.

During and immediately following a critical incident the Critical Incident Management Team (CIMT) guides the University's response planning. The CIMT has three main purposes in the event of a critical incident:

- assess current needs in collaboration with the on-site command center
- coordinate and delegate responses and solutions to these needs
- minimize the long-term effects on the university community potentially caused by this critical incident by reacting quickly and efficiently in the short-term.

It is expected that all DePauw community members will follow directives issued by CIMT during the course of responding to a critical incident. Students who fail to comply with directives issued by CIMT or other University officials related to a critical incident response may be charged through the Community Standards process.

Right to Demonstrate Policy

(Approved by the President's Cabinet August 15, 2017)

Campus Demonstrations

DePauw University values the rights of students to gather, speak, and demonstrate. The University also recognizes that important learning is often facilitated by these activities, even if the ideas are unpopular. Therefore, the University affirms the right to demonstrate. Read more about a student's rights, responsibilities and freedoms on [page 9](#) and about the Statement on the Academic Freedom of Students on [page 104](#).

We encourage the exchange of ideas in an environment of respect and civil discourse. Furthermore, we recognize that rights of one individual or group to gather, speak, and peaceably demonstrate should not