

## Poster and Banner Regulations

The American Association of University Professors' Joint Statement on Rights and Freedoms of Students (1067 as amended and reaffirmed 1991, 1992, 1993, p. 23) includes the following:

“Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operations of the institution. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.”

Recognizing the importance of free exchange of ideas to the academic mission of the College, and consistent with the AAUP's statement, these regulations are not an attempt to restrict content or ideas, but rather a mechanism by which we may facilitate their orderly exchange and promote dialogue and provision of equal access. Members of the campus community should feel free to contact the sponsors of posters or banners directly if their content is viewed as inappropriate or offensive.

Individuals and organizations are expected to use good judgment and civility when posting information. Bearing in mind that space is limited, all members of the College community are encouraged to design posters or banners and post them in ways that may maximize the use of these spaces.

### *General Regulations*

1. Posting on campus is restricted to members of the College community. Non-Trinity persons/organizations must obtain sponsorship from a member of the College community or student organization in order to post flyers or banners. Otherwise, they may obtain permission from the Office of Student Activities, Involvement and Leadership (SAIL). All recognized student organizations must submit posters, banners and all other marketing materials (including apparel designs see the Apparel Guidelines on the SAIL web- site) to the SAIL office for approval prior to posting/ordering. Without the approval of the SAIL office, posters may be removed immediately.
2. All publicly posted materials must include reliable contact information of the person or organization responsible for the poster or banner and the date when the poster may be removed. It is expected that the sponsoring individual or organization will remove posters or banners promptly when they cease to be active. In cases where a non-Trinity entity obtains sponsorship from a member of the campus community, the contact information of the sponsor must be included on the poster.
3. Persons and organizations may post information on campus except in the following places: glass surfaces, trees, ceilings, road signs, paved surfaces, and the Chapel. People may not post materials on inside walls that might

be damaged through posting. Persons may post materials on the doors of their private offices and private residential spaces as well as on other non-restricted doors and bulletin boards. An individual may post material anywhere in his/her private office or residential space in a manner that prevents damage to surfaces.

4. Posting inside or outside administrative offices is restricted to those areas designated for campus community posting. Permission should be obtained from the director or chair of the appropriate office.
5. All persons and organizations must use appropriate materials (tape, pushpins, or string, depending on where the poster or banner is being placed) for posting. Pushpins may be used only on bulletin boards. Staples and nails may not be used for posting.
6. Posters and banners may be constructed of paper, cardboard, or cloth. For the purposes of these regulations, posters larger than 3 ft. x 3 ft. are considered to be oversized posters.
7. All posters and banners shall be free of any reference to the availability of alcohol.

### *Banners and Oversized Posters*

Members of the College community have the opportunity to hang large posters and banners in the following locations:

Location	Maximum poster size	Available spaces
Mather lobby	80 in. x 20 in.	6
Dining hall windows (north and south ends)	70 in. x 40 in.	8
Above the Mather Cave patio	12 ft. x 9 ft.	5
Vernon Social Center patio	12 ft. x 9 ft.	2
Hamlin Arch (north and south) (With permission of room residents and in accordance with the rules for not damaging windows)	80 in. x 20 in.	2

The procedures for posting banners are as follows:

1. Submit your banner to the Office of Student Activities, Involvement and Leadership (SAIL) at Mather Hall Welcome Desk at least 48 hours before the day you wish the banner to be hung.
2. Banners and hanging posters may be hung for a maximum of one week. People or organizations may request extensions through SAIL.