

## POSTING POLICY

### Purpose

The University of Mary strives to foster communication and community as well as aesthetic appreciation for art and architecture, stewardship of the environment, and preservation of the artistic principles of renowned architect and designer of the original campus buildings, Marcel Breuer. In order to foster these values, the University of Mary has a posting policy.

### Statement of Policy

Materials are posted on designated bulletin boards or posting boards only and must include the date posted to ensure the systematic removal of outdated material and to provide space for new material. Materials may be posted for up to 30 days. Postings with an event date which has passed will be removed.

Only posters and flyers promoting a specific function or event are allowed to be posted on the University's designated bulletin boards.

All posters and flyers must be sponsored by a recognized student organization or university department, and the name of the sponsoring organization/department and their contact information (person and phone number) must be displayed on the poster.

Posters from outside organizations/agencies that promote the arts and cultural activities in accord with the mission of the University will be allowed to post notices on bulletin boards. Other outside vendors or agencies may not post flyers or posters on these bulletin boards. They will be removed.

Galleries and lobbies are to be poster and flyer free.

Permission for sidewalk chalking must be requested from the Vice President for Student Development.

Only one poster or flyer per event will be allowed on each bulletin board.

Posters and flyers advertising alcohol-related events are not allowed and will be removed. Advertising the sale of alcoholic beverages or any phrase or symbol that would lead the reader to believe alcohol will be served or consumed is prohibited.

University facilities may not be used for solicitation of faculty, staff, or students by private enterprise.

In order to maintain the natural beauty of the campus and preclude a cluttered appearance of buildings, the following actions are specifically prohibited: attaching posters, notices, flyers, announcements, or other materials to glass, painted, brick or tiled surfaces, including doors, windows, mirrors, or walls. Additionally, postings are not allowed on walks, light fixtures, stairways, the outside of buildings, trees, trash receptacles, shrubs, utility poles, or railings.

Materials which may cause damage, e.g., duct tape, staples, pins, nails, etc., in non- standard posting locations are prohibited.

Temporary notices occasionally needed and posted on office or classroom doors (e.g., indicating changes, class cancellations, or office closings) are to be neat and orderly and must not be posted in a manner which damages university property. Temporary notices are to be removed immediately after their purpose has been served.

#### Responsibilities

Student organizations, faculty groups, other university organizations, and outside agencies are to post materials as outlined above and include the name of the individual or organization sponsoring the notice or event, a contact telephone number or email address, and the date posted.

#### Sanctions

Postings that are not in accord with this Posting Policy will be removed by facilities staff and/or administration. The University is not responsible for materials removed by unauthorized individuals.

#### Approved

*October 2009 by the President of the University*

*November 2009 by the Board of Trustees (EC)*

*11 March 2021 revised by the Board of Trustees*

*18 March 2021 delivered to University Senate*