

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.

Procedures

Materials are posted on designated bulletin board or posting boards only and must include the date posted to ensure the systematic removal of outdated material and to provide space for new material.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/flyers promoting a specific function or event are allowed to be posted on the University's designated bulletin boards.

1. All posters/flyers must be sponsored by a recognized student organization or university department and the name of the sponsoring organization/department, contact information (person and phone number) must be printed/displayed on the poster.
2. 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 their notices on the bulletin boards. Other outside vendors or agencies may not post flyers or posters on these bulletin boards. They will be removed.
3. A bulletin board designated for the specific purpose of posting personal announcements is located by the Student Government Office.
4. Galleries and lobbies are to be poster/flyer free.
5. Permission for sidewalk chalking is requested from the Vice President for Student Development.
6. Only one poster/flyer per event will be allowed on each bulletin board provided.
7. Posters/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.
8. University facilities may not be used for solicitation of faculty, staff or students by private enterprise.

9. In order to maintain the natural beauty of the campus and preclude a cluttered appearance of the 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.
10. Materials which may cause damage, e.g. duct tape, staples, pins, nails, etc. in non-standard posting locations, are prohibited.
11. 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 or 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
- 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

November 2009 by the Executive Committee of the University of Mary's Board of Trustees