

Georgia Regents University

CAMPUS POSTING POLICY

The Office of Communications & Marketing (OCM), Student Life & Engagement (SLE) and University Housing are the designated offices to approve posting of any flyers in campus and academic buildings at Georgia Regents University.

Any person(s), organization/or affiliation advertising events, providing information, students campaigning for positions, and/or informing the campus community or distributing publicity must follow the Campus Posting Policy defined here within.

COMMON RULES ON POSTING

- All posters must state “Sponsored by INSERT ORGANIZATION.” For posters sponsored by student organizations, all posters must state “Sponsored by INSERT ORGANIZATION, a registered student organization of Georgia Regents University.”
- Posters may not exceed 11” by 17” in size. Posters larger than this will not be approved.
- Flyers by student clubs must receive an endorsement stamp from SLE and/or Housing.
 - Organizations not associated with GRU may not post information on any permanent boards, unless approved by one of the approving entities as stated above.
- Each individual posting gets stamped. Photocopying a stamped poster for the purpose of additional posting is not permitted.
 - SLE and University Housing will keep a record, black and white, copy of each flyer approved for records purposes.
 - The back of each record flyer will be stamped, filling in the appropriate information (contact name, number, email, and whether the event advertised has been approved).
 - Adequate bulletin board space is available in convenient locations. These bulletin boards are considered permanent boards to which temporary signs are posted.
 - Each board is for a specific population and only these groups will be able to post to these permanent boards, there are also community boards which are defined below.
 - Individual students are not allowed to post advertisements of personal rentals/subleases, sale items (i.e., furniture, books, etc.), tutoring services, or personal owned businesses UNLESS the posting is on the student’s academic buildings community board (i.e., Health Sciences Campus).
 - A community board is defined as a permanent board designated for a specific set of students within an academic degree program (i.e., dental, medicine, etc.)
 - Each bulletin board will have affixed to the lower right-hand corner the name and campus address of the office responsible for the board.
 - Posting flyers on anything other than designated permanent boards are strictly prohibited; this includes doors, windows, elevators, stairwells, walls in campus facilities, or cars parked on campus property.
 - No flyers are to be posted on cars parked on campus property.
 - There is a limit of one posting per event and/or advertisement per board (different postings for the same event will not be allowed).
 - This regulation includes all Clinical Research Trials.
 - Please be considerate and do not overlap postings.
 - All flyers posted must be removed within 48 hours of the advertised event/service.

*This Posting Policy is a fluid policy and one that may be subject to revisions. Therefore, contact Student Life and Engagement (706-737-1610) should you have questions or if the policy does not address your need.

- Any violation to this policy will result in the removal of the posting(s). Further sanctions will be determined as deemed necessary by Student Life & Engagement (SLE), sanctions not limited to fines, event or posting limitations.
- Building Coordinators are encouraged to enforce this policy within the confines of the building culture, as this policy understands the diverse needs of the various entities at Georgia Regents University.

GETTING YOUR POSTING APPROVED

- The Office of Communications & Marketing and Student Life & Engagement will only endorse up to 50 copies of each posting as this is sufficient quantity to post on all approved permanent bulletin boards across the campuses.
- **All academic department postings must be processed through the Office of Communications & Marketing. Failure to use the proper procedure will result in the remove of all postings.**
 - The Office of Communications & Marketing will set the timeline of approval.
- All student flyers, advertisements and postings must be approved by Student Life & Engagement in the Jaguar Student Activities Center.
 - For specific Student Center and University Housing posting processes, please see Specific Posting Rules for Student Center and University Housing.
- All flyers to be approved by SLE will be reviewed to make sure they do not violate any part of the posting policy.
 - Groups can drop off flyers for approval and then pick up after 3:00 PM the same day or wait for them to be stamped at their own will.
 - After 5:00 PM all flyers left un-retrieved will be left at the JSAC Information Desk, which closes at 6:00 PM.
- No promotional material for third parties is allowed unless it is specifically related to a registered student organization event or sponsorship and has been approved by the Life & Engagement.
- No promotional material will be approved if alcohol is advertised.
- Posting must not be obscene, libelous, slanderous, racist, sexist, sexually suggestive, or otherwise offensive to the diverse campus community.
- Posting of local, state and federal political campaign materials is prohibited, as enforced by the University System of Georgia Board of Regents.

SPECIFIC POSTING RULES IN THE STUDENT CENTER

- Flyers posted in the Student Center not approved by a staff member in SLE will be removed.

SPECIFIC POSTING RULES IN UNIVERSITY HOUSING

- To distribute information to University Housing, a maximum number of flyers designated by University Housing can be distributed by dropping off materials at the Department for University Housing.
- An electronic copy must be provided as well, contact University Housing for more information.

SIDEWALK CHALKING

- Sidewalk chalking is only allowed on the Summerville and Forest Hills Campuses, therefore prohibited on the Health Sciences Campus unless appropriate approval is granted.

*This Posting Policy is a fluid policy and one that may be subject to revisions. Therefore, contact Student Life and Engagement (706-737-1610) should you have questions or if the policy does not address your need.

- Sidewalk chalk is allowed on any concrete (non-brick) sidewalk surface that is not covered (i.e., any sidewalk that rain can wash what is written away.)

POSTING IN OTHER CAMPUS BUILDINGS AND FACILITIES

- Stall Walls (Summerville Campus): Student Life & Engagement will be responsible for posting two stall wall advertisements per location each week.
- “Tear Drop” Signs (Summerville Campus): Student Life & Engagement will be responsible for managing all these permanent boards.
- Poster Holders (Health Sciences Campus): The Office of Communications & Marketing will be responsible for managing all these permanent boards.
- Real Estate/Sandwich Board Signs (Summerville Campus): Student Life & Engagement will be responsible for approving all student club postings of real estate or sandwich board signs. A list will be provided with limitations.
- Table Tents (All Campuses): Campus Dining will approve table tents for food service areas. Campus dining reserves the right to limit the number of table tents displayed at one time.

*This Posting Policy is a fluid policy and one that may be subject to revisions. Therefore, contact Student Life and Engagement (706-737-1610) should you have questions or if the policy does not address your need.