

Augusta University

CAMPUS POSTING POLICY

The Office of Communications & Marketing (OCM), Student Life & Engagement (SLE) and University Housing are the designated offices for posting of any flyers in campus and academic buildings at Augusta 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 Augusta University.”
- Posters may not exceed 11” by 17” in size. Posters larger than this will not be approved.
 - Organizations not associated with AU may not post information on any permanent boards, unless approved by one of the approving entities as stated above.
- 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 the name 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.
- 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.

*This Posting Policy is a fluid policy and one that may be subject to revisions. Therefore, contact Student Life and Engagement (706-729-2382) should you have questions or if the policy does not address your need.

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.
- 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.

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