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 removal 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 them 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.

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• 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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