

Revised Posting Policy

July 28, 2004

The posting of any information or advertisement and distribution of handbills (fliers) is governed not only by the below policy, but also by all other applicable University policies and procedures:

- 1) The Posting Approval Log must be completed and signed by a representative of the organization or person responsible for the posted material. A copy of the flyer/promotional item must be left with the Student Activities Office (SAO) for their file.
- 2) All flyers and postings submitted for SAO review and that meet the guidelines of this posting policy will be officially stamped with a removal date at the lower left or right hand corner by a staff member of the SAO. The receipt of this stamp does not imply that the SAO supports or condones the event being advertised.
- 3) All postings, flyers and banners must include the name of the sponsoring individual or organization, as well as a valid e-mail address.
- 4) The stamped literature may be posted for a maximum of thirty (30) days. Extensions to the maximum posting period may be granted by SAO in extenuating circumstances.
- 5) The indiscriminate distribution (littering) of handbills (fliers) on the UM-D campus is strictly prohibited. Offending parties will have their personal and/or organizational rights to distribute handbills (fliers) on-campus revoked and will be billed for inordinate custodial or plant maintenance costs.
- 6) Material must be posted on designated Campus News & Activities bulletin boards and the two outdoor kiosk structures only. Posting on University walls, windows, doors, light poles, floors, telephones, restroom facilities, sidewalks, roadways, parking lots, plants or any vehicle on University property is strictly forbidden.
- 7) Chalking of University property is prohibited.
- 8) Fliers or posters partially or fully covering other approved material or Campus News & Activities signs will be removed.
- 9) Standard staples, thumbtacks and pushpins are the only acceptable methods of affixing posted materials to bulletin boards.
- 10) Individuals and organizations are limited to posting one flyer not to exceed 8 1/2 x 14 inches, or one sign not to exceed 18 x 24 inches per designated bulletin board, except

where specified. Fliers or posters with different formats or graphics which essentially provide the same basic advertisement information are considered the same and subject to the above noted one per bulletin board provision.

11) Campus News & Activities bulletin boards may not be covered, amended or cleared without the express permission of SAO.

12) Organization banners may only be hung in the University Center. The maximum size for the banner is 3x6 feet. An organization may create a banner or they may utilize the services of Copy Express. Once the banner is ready for hanging, the organization needs to bring it to the SAO, where a member of the SAO staff will hang it in the Dining Area of the University Center. Here are two things to keep in mind regarding banner content:

A) Banners used for commercial business gain or as commercial advertisement are prohibited from posting.

B) Banners advertising events of an ongoing nature or events not primarily sponsored by a recognized entity from within the UM-D community are prohibited from posting.

13) The content of the posters and signs is the direct responsibility of the posting individual and/or organization. Persons posting information written in a non-English language must provide an exact English translation for SAO records.

14) Postings and flyers may not include the mention or representation of drugs or alcohol or alcoholic beverages. Examples include free beer, happy hour, BYOB, drawings of kegs, and beer mugs. There should also be no mention of alcohol establishments. No off-campus establishment will be permitted to post items mentioning alcohol or alcoholic beverages. If the posting or flyer advertises a party, it must state that those in attendance must be at least 21 years of age.

15) The SAO retains the right to refuse the approval of material that is not in keeping with University policy or procedure.

16) Failure to adhere to the Posting and Handbill Distribution Policy may result in disciplinary action under applicable University of Michigan-Dearborn policies and procedures and/or applicable civil statutes. Postings that violate this policy will be removed and the offending individual or group will receive a warning. If three warnings are given, posting privileges will be revoked for the remainder of the current term.