

# POSTING POLICY FOR THE ST DAVIDS CAMPUS

*The Advertising and posting of notices, posters, and flyers on the Eastern University St. Davids Campus:*

1. Please include the following on every posting/notice
  - a. Event name
  - b. Date of event or date to be removed
  - c. Time and Location
  - d. Sponsor's Name
2. All advertised events and fundraisers either on or off campus must be approved through the Office of Student Programming and have their space requests confirmed (through the proper systems if on campus) before advertising may begin.
3. Use **only** general bulletin boards in Walton and the Howard Center and **only** the tack strips in the stairwells in McInnis.
4. **Do NOT post:**
  - a. Anything on any signs, lampposts, trees, or other surfaces not expressly reserved for posting.
  - b. Anything on any window, door, or wall without prior approval.
  - c. Unrelated/unapproved materials on otherwise designated bulletin board areas.
  - d. With ANY TYPE OF TAPE OR STAPLES
5. Postings are permitted using only white 3M poster putty on walls/doors and pins/thumbtacks on bulletin boards.
6. Talk with Residence Life Staff on where to post in specific residence halls. Most halls have a community bulletin board – but all other areas are up to the RD's discretion only.
7. Painting walls, buildings, or sidewalks is never allowed
8. Window paints (washable) and sidewalk chalking are only allowed with prior permission. Such permission is granted on a case by case basis.
  - a. If approved *sidewalk chalking* must be on cement, not bricks, and must not be under an awning. You are never permitted to chalk on buildings.
  - b. You are not permitted to chalk or window paint during or before special campus events, such as Welcome Week, Homecoming, and Commencement.
9. Flyers and slips of paper to be slid under residence hall room doors in mass are only allowed with prior permission. Such permission is granted in rare occasions for major special events and will be granted on a case by case basis.
10. Items are posted at the risk of loss or removal. Bulletin boards cannot be policed.
11. Any posting that is not approved or is posted improperly can be removed immediately. Damages caused by advertising improperly (inside and outside) will be billed to the individuals or the departments/student clubs who are sponsoring the advertising/event.
12. All advertising must follow the Student Handbook's guidelines on appropriate content displayed.
13. Approvals for postings are made through the Student Programming and the Student Development Offices. Request approval well in advance and bring your posters with you.
14. No flyers or promotional materials of any kind should be placed on vehicles in any EU parking lot. These materials often create problems with litter and trash on campus and thus are strictly prohibited. The Office of Public Safety may occasionally use this method to inform residents and guests of the need to move their vehicles due to upcoming campus events or needs.