

WESTERN CONNECTICUT STATE UNIVERSITY POSTING POLICIES

The following policies are designed to insure a smooth flow of information through the use of posted materials on University property. All WCSU students and University groups, as well as persons not directly affiliated with WCSU, are required to adhere to these policies.

- ❖ Posting of printed material is only permitted at University approved locations including open bulletin boards (that are not designated departmental boards), kiosks and sandwich boards. In consideration of others, only one flyer per event is permitted on each bulletin board. Any posting that covers or obstructs the viewing of another posting will be removed.
- ❖ Examples of where posting is not permitted is and not limited to the following: walls, glass, doors, windows, sculptures or other art work, building exteriors, trash receptacles, lamp posts, department bulletin boards, trees, poles and other similar locations. No flyers, leaflets or brochures may be placed on cars parked on campus.
- ❖ Adhesive stickers are expressly prohibited.
- ❖ The Housing & Residence Life Office must approve posting within a residence hall with a CULTURE stamp.
- ❖ Sodexo (WCSU Campus Dining) will allow postings for “on campus” events in the dining areas with the approval of the Student Life/Student Activities Office.
- ❖ Chalking is NOT permitted in any location on the WCSU campuses.
- ❖ Obscene, pornographic, slanderous material or material that contains defamation will be prohibited.
- ❖ All material must clearly state the name of the sponsoring organization(s).
- ❖ Newspaper boxes are only for the use of those organizations that placed them on campus. An organization wishing to place a distribution box on campus must have prior written approval of the Student Life/Student Activities Office.
- ❖ Banners are only permitted to publicize approved University events and/or recognized student and University organizations. All banners must have prior approval from the Student Life/Student Activities Office prior to hanging. The University reserves the right to remove any banner that interferes with the normal operation of the campus or obstructs sight lines.
- ❖ Organizations are responsible to insure that the content of any material is not in violation of any federal, state, local or University regulation, including laws and regulations concerning non-discrimination.
- ❖ Ground stake signs are permitted with approval from the Student Life/Student Activities Office. They may not be placed where they will interfere with normal operations of the University or where they present a hazard. Stake signs may only be placed two days before the event and must be removed within 24 hours of the conclusion of the event

