

Posting Policy

The Office of Student Life and Leadership Development maintains administrative responsibility for the approval of posting (on and off-campus events) on designated campus bulletin boards. Due to limited bulletin board space, priority for posting is given to recognized campus groups and individuals that are part of the Kean University community. All off campus groups, non-profit organizations and commercial advertising is at the discretion of the Office of Student Life and Leadership Development.

Policy Statement

Posters, flyers, signs and banners serve an important purpose at Kean. They communicate upcoming events and activities and disseminate information and opinions on important issues. Those wishing to post materials must adhere to the University's policy against all forms of illegal harassment and discrimination.

I. Approval of Posting Materials

- A. All printed materials to be posted on campus bulletin boards must be approved by the Office of Student Life and Leadership Development located in the University Center Room 219. Posting of approved materials on the designated bulletin boards is the responsibility of the person or group submitting the materials for approval.
- B. Only events that have been properly scheduled and approved will be stamped for posting. In order to ensure that an event will take place and that publicity is accurate, events must be scheduled and confirmed by the University Center Reservations Office, Wilkins Theatre or any office that has authority over the facility of the scheduled event prior to the approval of any printed materials. A copy of the confirmed reservation form should be attached to all publicity. In cases where the reservation form is not attached, the Office of Student Life and Leadership Development may request the sponsoring group to obtain a written or verbal verification from the facility manager prior to publicity approval.
- C. Materials submitted for posting may be approved during the regular business hours of the Office of Student Life and Leadership Development (9am - 8pm Monday – Thursday and Friday 9am – 5pm.) Printed materials may only be approved by professional staff. Every effort will be made to approve materials on an as need basis. However, individuals are encouraged to drop off the materials for approval for pick up the following day.
- D. All advertisements and announcements must be identified with the name of the person or organization responsible for the event prior to approval. Any materials not so identified will be denied. Organizations, committees, departments and individuals must currently be recognized by the Office of Student Life and Leadership Development and Kean University in order to publicize on campus.
- E. The Office of Student Life and Leadership Development will only approve the number of flyers designated for the appropriate bulletin boards in each location.
- F. If the printed material is in a language other than English, the Office of Student Life and Leadership Development must be provided with an English translation.
- G. Posting in the Residence Halls must be approved by the Office of Residence Life and Housing.

- H. Posting in the University kiosks is approved by University Relations.
- I. Printed materials will be approved until the day after the event occurs. General information will be approved for a semester. Exceptions will be approved on a case by case basis.
- J. The Office of Student Life and Leadership Development will approve off campus events for posting on the Off Campus bulletin boards. Off campus flyers will be posted by the Office of Student Life and Leadership Development on a space available basis. Kean University assumes no responsibility for the planning and execution of off campus programs. Recognized campus groups may not use the organization or Kean University's name in the advertisement of off campus events. Any exceptions must be approved by the Office of Life and Leadership Development

II. Acceptable Posting Locations & Guidelines

- A. Each organization is permitted to place one flyer/poster per bulletin board per event/announcement. A list of approved bulletin boards will be given with each approval of materials for posting.
- B. Due to limited bulletin board space, it is recommended that flyers not exceed 8 1/2 x 11 inches. Posters and posting materials, flyers beyond that size will be approved on a case by case basis if space is available.
- C. Posting on designated bulletin boards is allowed only with staples or tacks. No other types of fasteners are allowed.
- D. Approved materials may be posted for the time period approved. It is appreciated if the individual or group removes the posting materials when the date has expired.
- E. Outdoor posting is prohibited (light posts, trash receptacles, trees, sidewalks etc.) Any exceptions must be approved by Facilities and Campus Planning.
- F. Advertisement of Kean University events off campus and/or on the internet is prohibited unless approved by the Events Board.
- G. Writing messages, signs, ads, or placing drawings of a non-instructional nature on any classroom chalkboard or dry-erase board is prohibited and is a violation of the posting policy.
- H. Any posting of materials in public restrooms is prohibited.
- I. Advertising of student events on the LCD screen in the University Center Atrium requires the materials to be approved by the Office of Student Life and Leadership Development and completion of a reservation form in the University Center Administration office.
- J. Information for table tents in the food service areas must be approved by the Office of Student Life and Leadership Development and Food Services must provide approval of the table tents for placement on tables in the dining areas. Table tents must be free standing.

- K. Banners to be hung in the University Center Atrium may be approved for major University events. Banners must comply with the posting guidelines. Groups may reserve banner space with University Center. The length of time the banner may be hung is at the discretion of the University Center. Banners may not be larger than 6' x 6'. Any exceptions must be approved by the University Center.

III. Sanctions

- A. Unauthorized removal of property that has been approved and posted is an act of vandalism and subject to appropriate disciplinary action.
- B. On and off campus groups will be held responsible for actual damages of improper posting which includes the cost of personnel to remove posted materials and structural and/or other damages.
- C. Any campus organization found in violation of the posting guidelines will be sanctioned as appropriate by the Campus Posting Violations Committee c/o the Office of Student Life and Leadership Development.

First Offense:	Written warning
Second Offense:	Loss of posting/and or scheduling privileges for a specified period of time
Third Offense:	Imposed community service and further disciplinary action

- D. Off campus groups or individuals that violate the posting guidelines may be subject to termination of posting privileges. Depending on the violation, notice of the improper posting by non campus groups or individuals may also be referred to Campus Security.
- E. Sanctions (except a letter of warning) may be appealed in writing as appropriate to the Campus Posting Violations Committee c/o the Office of Student Life and Leadership Development. Appeal letters must be received within ten days of the date the sanction was issued and include specific reasons for appeal.