

Posting Policies for St. Mary's University

The following posting policies are in effect for all on campus advertising at St. Mary's University. ALL fliers and posters must have the approval of the Student Life Office **PRIOR** to posting.

Approval may be obtained during regularly scheduled office hours in the Student Life Office in the University Center. Postings around campus are checked daily and removed if not properly approved and stamped. Improper posting could result in the temporary loss of posting privileges on campus.

Posters & Fliers

- Maximum size 3'x9'
- Only one copy of flier or poster may be hung in designated areas (i.e. bulletin board).
- The name of the sponsoring organization must appear on the advertisement.
- Postings advertising alcohol:
 - o Must contain moderation message (i.e. "Think before you drink").
 - o Promote an activity other than drinking.
 - o Drink specials may not be displayed.
- A poster or flier cannot be posted for more than fourteen days.

Locations for Posting On Campus:

- Any bulletin board in the Atrium of the University Center
- The brick wall in the Diamondback Café.
- Open bulletin boards in the Alumni Athletics and Convocation Center.
- **Academic Library**-on the bulletin boards in and around the library.
- **School of Business**-check out posting locations in the dean's office.
- **Residence Halls**-drop off copies based on the chart attached. We will post for you.

Residence Hall	By Bed	By Room	By Bulletin Board
Treadaway	203	196	12
Chaminade	206	108	12
Marian	132	68	8
Dougherty	172	88	7
Lourdes	149	54	4
Anthony Frederick	51	26	1

John Donohoo	59	30	1
Flores	59	30	1
Adele	59	30	1
Cremer	90	46	2
Leies	80	80	3
Total	1260	756	53

Posting in other locations:

Only materials related to academics may be posted in classrooms.

Improper posting:

Throughout campus and in all campus buildings, the following areas may not be used for posting at any time: painted surfaces, brick walls; building doors, windows or walls; campus locator signs; lamp posts; telephone booths; trash receptacles; trees; vehicles or windshields; and walkways, stairways or entrances.

Removal of postings:

Organizations and departments are responsible for the removal of postings after the event or at the expiration date. Failure to remove a posting could result in loss of posting privileges. A poster or flier must be removed by the posting organization within 24 hours of the end of the advertised event or posting date expiration.

High priority or emergency situations:

In the event of a high priority or emergency situation, to be defined by University Administration, posting may be permitted on doors, windows, or walls in any building.