

## **Boca Raton Campus Posting Policy**

<http://wise.fau.edu/sda/resources/club-manual.pdf>

### **Campus Advertising**

Posting policy for student advertisements: No flyers will get approved (stamped) unless a Program Registration Form has been turned into the Office of Student Development and Activities, SU 130.

#### 1. Approval of Signs, Posters and Notices

##### A. Process

The Office of Student Development & Activities is in charge of the student flyer policy on the campus. All flyers by student groups must be approved and stamped by the Office of Student Development & Activities. Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are not allowed to advertise on campus. Student Development & Activities must approve any and all co-sponsorships. Flyers must get an approval stamp to be hung anywhere on campus. Some areas may require other an additional stamp.

##### B. Wording

**All flyers must have the name of the sponsoring student group or department.** If there is a contact number on the flyer then it must be an on-campus number. The Student Development & Activities Office will approve any and all pictures, phrases and words on a case-by-case basis. Alcohol cannot be advertised in any way on any flyer.

**ALL publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:**

*If accommodation(s) for a disability is required contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.*

**If this statement is not on flyers brought to the Office of Student Development and Activities, the flyers will not be approved and stamped.**

#### 2. Placement of Signs, Posters and Notices

##### A. Classrooms, Offices and Corridors

Signs, posters and notices may be attached only to approved bulletin boards in the above Areas. They may not be attached to any painted surface, glass, vending machines,

building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made.

Each building on campus has their own areas for posting and they should be consulted before any posting is done.

#### B. Walkways and Campus Grounds

Signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Plans for the placement of any additional informational signs or bulletin boards for student use will be coordinated by Student Development & Activities with the offices of the Vice President for Student Affairs and the Vice President for Architecture.

Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is also prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

#### 3. Housing Posting Policy:

FAU Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing Areas. Larry Faerman, Assistant Director of Housing for Residential Life, is the contact for flyer approval in the Housing Areas.

Please note that in order for a flyer to be approved, it must first be approved and stamped by the Office of Student Development and Activities. It will save the organization time if you check this before sending them to IRT, or if at IRT, accepting the flyer. Furthermore, please ask them to leave one (1) copy of the flyer for approval. It will be at staff discretion if many copies of the same flyer will be stamped.

There will be a box at the IRT Office specifically for flyers. A representative from the organization **MUST** drop the flyer off at the IRT office for approval. Please do not accept these at SHSF 46, HPT, or the Village. Additionally, there is full business day turnaround on all flyers to be approved.

#### 4. Removal of Signs, Posters and Notices

All signs stamped by the Office of Student Development & Activities must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event.

Any and all Flyers over two weeks old will be taken down regardless of stamp.

5. Violations

Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Grounds Department and reported to the Office of Student Development & Activities. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions.

6. Information

Any questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to the Office of Student Development & Activities on the respective campuses.

## **Placement of Temporary Ground Signs and Banners**

### **Banners**

*(Please note: the Elections Statutes do not permit banners).*

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to **Presidential memorandum #60**.

a. Walkways and campus grounds locations:

Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure.

b. Coordination:

Final plans will be submitted to the Office of Space Utilization & Analysis for approval in accordance with the attached Banner and Temporary Ground Sign Installation Procedure. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance with the Banner & Temporary Ground Sign Installation Procedure) may be erected by the sponsor of special events, not more than 14 days before the event.

c. Removal of Temporary Ground Signs:

All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.

d. Removal of Banners:

All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.

e. Violations:

Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to SG; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

f. Information:

Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the Office of Space Utilization and Analysis at (561) 297-0197. The Temporary Ground Sign/Banner Application can be found at the following website <http://www.fau.edu/divdept/univarch/su/forms/tempsignapp1.pdf>. You must have Adobe Acrobat to view the page.