

Broward Campuses Posting Policy

Campus Advertising

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

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. Definition

(Please note: the Elections Statutes define posters differently and do not permit banners for campaigning).

Banner: You must contact the Physical Plant department to obtain banner dimensions for the maximum size on a given campus. The Physical Plant department will also determine designated areas for banners. Any poster or flyers larger then their defined dimensions are considered a banner.

Flyer: A flyer will not be larger than 8" x 14".

Poster: A poster will not be larger than 2 ft. x 3 ft.

C. Wording

All flyers must have the name and contact information of the sponsoring student group or department. The contact information must try to 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.

2. Placement of Signs, Posters and Notices

A. Classrooms, Offices and Corridors:

1. Signs, posters and notices may be attached only to approved bulletin boards by the designed department. 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.

B. Walkways:

1. No posters or flyers will be allowed along these areas.
2. 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. Removal of Signs, Posters and Notices

- a. All signs stamped by the Office of Student Development & Activities must 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.

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

4. Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Physical Plant 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.
5. Information and 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.

C. Designated Locations:

1. All signs, posters and notices will be placed on these designated bulletin boards by Office of Student Development & Activities and Student Government student assistants or designee at the following location:
 - a. Davie campus: Student Activities Center (housing, jobs, club activities, local/community activities sponsored by club or department), Liberal Arts Building stairway area and information desk area (campus events), 3rd floor of Liberal Arts Building near soda machines (campus events), 4th floor of bulletin board (campus events & academics), and Education and Science Building 1st floor bulletin boards located in north and south corridors near classrooms and bulletin boards located in every classroom.
 - b. Downtown campus: All notices are placed only in designed bulletin boards in the Student Activities Center and 2nd floor of Askew Tower. Multi-media advertisement will be placed onto the Plasma screens by the appropriate staff.
 - c. Sea Tech campus: Entry area of the campus building and bulletin boards in the student activities area.

3. Placement of Temporary Ground Signs and 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 #80**.

- 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. Posters should not be larger than 2'feet by 3'feet. If the poster is larger, it will be up to the discretion of the Associate Director for Student Affairs.
- B. Coordination: Final plans will be submitted to the Office of Student Development & Activities for approval in accordance with these policies. 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 Physical Plant department 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 the SGA; 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 student activities center.