

## The University of Tampa Posting Policy

### General Campus Posting

All non-academic posters, table tents, flyers, banners, signs, etc. must be approved and stamped by the Office of Student Leadership and Engagement (OSLE) before being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by Residence Life). Any such materials posted on campus that are not approved and stamped will be removed.

- Banners must not impede the flow of traffic and provide a minimum of 6'6" clearance.
- Only registered UT organizations and students selling individual goods (books, furniture, etc.) can post on campus.
- Due to limited space, posting is not permitted for any organization not affiliated with UT. *The Minaret* and WUTT are available for advertising of this nature.
- Material presented may not be of any offensive nature as determined by the Office of Student Leadership and Engagement (sexist, racist, obscene, etc.).
- Posters for any event where alcohol is present must comply with the university alcohol policy and the Student Organization Events with Alcohol policy (p. 6).
- The Office of Student Leadership and Engagement has full discretion in approving posters.
- Materials may NOT be placed on painted surfaces or any glass windows/doors (including wood and/or plaster finishes).
- Flyers and banners may not be posted more than two weeks before the event.
- No duct tape, masking tape, or strapping tape may be used. Thumb tacks, scotch tape, and staples are to be used only where appropriate.
- Chalking must be a minimum of 10 feet from entrances and may not be done on steps.
- If you are looking to post in other areas not specified in this policy, please ask OSLE for permission.
- Posting is not permitted on trees, benches, trashcans, rocks, telephones, banisters, or campus exteriors.
- Nothing may be taped to the walls or doors in the building.

### Important Information

- When UT hosts an Admissions Open House (the Sunday around the 15th of each month), all flyers, banners, and other advertisements will be taken down for these events and disposed of by Facilities. We recommend you postpone your advertising until after these events, if possible.
- Banner paper and markers are available for registered student organizations to use. These supplies are provided by Student Government (SG) and are available in the Student Organizational Suite.
- The OSLE approval stamp is valid for two weeks. After this time, advertisements will be taken down. All flyers and banners will be checked for violations throughout the week.
- The Office of Student Leadership and Engagement has a professional poster maker available for organizations. Please note that there is a CHARGE for the poster maker. \$2 for a 17" poster, \$3 for a 23" poster.

### Plant Hall Posting

- Only one banner per organization is allowed to be hung up in Plant Hall Lobby and ten flyers per organization maybe be hung up on the marble columns or bulletin boards.
- Banners may not exceed the length of lobby or hallway columns. Organizations may post flyers
  - Around the marble columns in Plant Hall Lobby
  - On the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floor Bulletin Boards (at the top of the stairs)

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- The Science Wing Bulletin Board
- In the Hazel Ward Lounge (the area next to Fletcher Lounge)
- Organizations may hang banners:
  - Between the columns in Plant Hall Lobby
  - Between the columns in Hazel Ward Lounge
- Banners may NOT be hung between the columns outside of the President's office.

### **Vaughn Center**

- There is no posting allowed on the first floor of the Vaughn Center or the Spartan Club.
- Posting is only allowed in designated areas (one flyer per area):
  - Bathroom Lobby (2<sup>nd</sup> floor)
  - Hallway by the PEACE Volunteer Center
  - Student Organization Suite
  - Hallway by OSLE and Student Conduct Office
  - Spartan Club Game Room
  - Commuter Lounge
- If the flyer involves an event that has multiple dates, the two week time period for advertisements is based on the first date.
- All posters, flyers, signs, etc. must be approved and stamped by the Office of Student Leadership and Engagement.
- Vaughn Center Building Managers will be in charge of removing posters/flyers daily.
- Posters may be no larger than 22 inches high and 17 inches wide unless approved by the Office of Student Leadership and Engagement.
- Only thumbtacks or pushpins are allowed in designated posting areas, no staples, tape, etc.
- Painting the Vaughn Center windows is not permitted.
- All other posting policies under the Office of Student Leadership and Engagement are still in effect.

### **John H. Sykes College of Business**

- Flyers may be hung:
  - On the first floor Bulletin Board located in the vending machine area.
  - On the second and third floor Bulletin Boards located around the faculty offices.
- The College of Business and the Office of Student Leadership and Engagement have full authority to take down any flyers that they feel are inappropriate, not hung in the correct manner, have been up for an unreasonable amount of time, or any other reason we see fit.

### **Various Other Areas Around Campus**

- Flyers may be posted in the following areas:
  - Macdonald-Kelce Library-Bulletin Board inside the front door
  - Information Technology-Bulletin Board outside of Room 113 in the Computer Center
  - Military Science-Bulletin Board outside of the ROTC building
  - Health and Counseling Center-only one flyer at a time may be hung up on the back of the door at the Health Center
  - Speech, Theater, and Dance-Bulletin Board located on B Street
  - Music Center-Bulletin Board in the Furman Music Center in front of room 110
  - Communications and Nursing Building-Bulletin Board
  - In the Post Office in Riverside Center on the bulletin board.
- There is to be no posting of any kind on the 1<sup>st</sup> floor of Stadium Center without the approval of dining services.

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### **Table Tents**

- Table tents for UT events/activities will be allowed in the Cafeteria and Spartan Club.
- Please contact Wade Burghardt-Culp for more information at [wade.burghardt@sodexo.com](mailto:wade.burghardt@sodexo.com).

### **A-Frame Boards**

- Student Organizations/Departments can post posters on A-Frame boards and place them in the VC Plaza only.
- The Office of Student Leadership and Engagement will not be in charge of making the poster for the board. Banner and markers are available in the Student Organization Suite.
- All posters must be stamped in the Office of Student Leadership and Engagement.
- In case of inclement weather, a-frame boards will be put away and not be displayed inside.

### **Table Registration**

- Organizations must obtain permission to reserve a table in the Vaughn Center or Plant Hall by filling out the Program Request Form found in OSLE or the [Facilities Scheduling](#) link on SpartanWeb.
  - Please allow at least five business days for a response to your request.
  - IMPORTANT: A Program Request Form is ONLY A REQUEST for a table, just because it is filled out does not mean it has been approved.
  - Tables may be reserved from 7 a.m. to 1 a.m.
  - Tables and chairs cannot be moved from their designated spots in the Vaughn Center or Plant Hall Lobby.
  - Organizations must remove their material at the end of each day.
  - Any damage to the tables, chairs, or surrounding areas will result in a charge for repairing damages or replacing tables/chairs and a loss of table privileges.
  - If an organization/department leaves any material behind, posting policy sanctions are applied.

### **Flyer and Banner Stipulations**

<b>Location</b>	<b>Quantity</b>
Plant Hall	10 Flyers, 1 Banner
Cafeteria	25 Table Tents
Rathskellar	30 Table Tents
Vaughn Center	6 Flyers
John H. Sykes College of Business	2 Flyers
Macdonald-Kelce Library	1 Flyer
Information Technology	1 Flyer
Military Science	1 Flyer
Health and counseling center	1 Flyer
Speech, Theater, and Dance	1 Flyer
Music Center	1 Flyer
Communications and Nursing	1 Flyer
Post Office	1 Flyer

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