

GUIDELINES FOR POSTING (Revised Jan 23, 2019)

Campus posting refers to attaching, temporarily, any information to any surface on the Nazareth campus, except authorized **posting locations**, and as outlined below. This policy is applicable to all members of the Nazareth Community.

Postings must contain only relevant information regarding an event or community announcement. Postings must be consistent with the principles and values espoused by Nazareth University. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Nazareth University, including any references to alcohol, drugs, or sexual innuendos. The University reserves the right to make decisions regarding the approval of what is to be posted.

- Notices, posters, or signs may be placed only on bulletin boards, authorized posting areas on walls, or similar locations designated for such purposes. Posters may not exceed 24" x 36" due to limited space. Only one posting per authorized posting area is allowed. Multiple postings in one area will be removed. Posting on cars and off campus is prohibited.
- Notices, posters, or signs are prohibited from being placed in or on the following: poles, posts, signs, trees, elevators, fences, public art, statues, walls, buildings, doors, windows, glass, transparent partitions, or painted surfaces not marked as authorized posting areas. Notices, posters, signs, etc., shall not be placed in a manner or location that may obscure exit signs, fire alarm boxes, safety rails, fire extinguisher cases, hand rails, and similar devices installed as safety equipment or emergency apparatus in a building. The exception to this policy is official notices dealing with university designated emergencies.
- All posted materials must be approved prior to posting and must include the sponsor of an activity or event as well as the specific date and time of the activity or event. Approved postings may be posted for a period of 10 business days. Justification for extended periods may be requested from the Office of the Director for Campus Operations. The Office of the Director for Campus Operations is responsible for posting approval and removal. Posting approval is facilitated at the Shults Center (first floor) Information Desk, seven (7) days per week, from 7 am – midnight during the fall and spring semesters and 9 am – 5 pm during the winter and summer break. Exceptions are holidays and occasions when the University is closed. Approved postings will be stamped with a removal date; and, the name, email and phone number of the person or organization(s) responsible will be recorded at the Information Desk.
- Banners may not be hung outdoors without the permission of the Director of Student Engagement and Leadership. Banners may not be hung in a manner that damages or defaces trees, shrubs, or buildings. Banners may not be placed on the exterior of buildings without specific approval.
- Sidewalk chalking is not permitted anywhere on campus, except as authorized by the Director of Facilities, and in association with a campus sanctioned event.

APPROVED POSTING LOCATIONS

Approved posting locations are listed below, as well as on the Campus Operations Website. Each approved location is marked with a round white sticker.

Shults Center

Basement Level – B Stairwell

Basement Level – Right of Bookstore

Basement Level – Left of room 017

Basement Level – Right of 012 Storage

Basement Level – Right of 012 Storage (hallway)

Ground Level – B Stairwell

Ground Level – Cabaret (2 boards)

Ground Level – Shults back entrance near Cloister Walk

Ground Level – Left of room 111

Smyth Hall

Ground Level – Left of room 81

Ground Level – Right of room 46

Ground Level – Right of room 20

2nd Level – Left of room 242

3rd Level – Right of Room 301

3rd Level – Left of room 306

3rd Level – Left of room 324

3rd Level – All bulletin strips

Peckham Hall

1st Level – Left of room 110

Golisano Academic Center

Ground Floor – Left of Men's Room near Sorrelle's (2 boards)

1st Level – Posting Strip right of room 159

2nd Level – Across from room 202

3rd Level – Left of room 332

Tunnel

Area between Shults and Smyth

Arts Center

Ground level – Across Drinking fountain/Pepsi machine

1st Level – Across from Restroom/Pepsi machine

YWRI

Ground Level – Left of room 134

1st Level – Top of Stairs