

Oberlin College & Conservatory

Student Union Advertising and Posting Policy

Policy Title: Student Union Advertising and Posting Policy

Responsible Position for Policy: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

Office/Department Responsible for Policy: Student Union Office (Wilder 111)

Division Responsible for Policy: Student Life

Original Issue Date: (General Regulations on posting cited in part from General Posting Policy adopted by General Faculty on 04/29/2003)

Last Revision Date: (03/02/2020)

Log of Previous Revisions: (01/2020)

I. Policy Purpose Included in this policy are general regulations for posting advertisements in Student Union buildings (Wilder and Hales Annex), with more specific regulations by posting type. This is to ensure there is no damage to school property and that all rules are followed.

II. Policy Statement This posting and advertising policy is to ensure that all posters and advertisements hung are not obstructing or threatening the safety of students, faculty, and staff as well as ensuring there be minimal damage to school property.

III. Policy Scope/Eligibility: Policy applies to all administrators, staff, faculty, organizations, students and visitors.

IV. Administration: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

V. Procedures: Consequences and suggestions on ways to avoid violating the posting policy are included inside the policy. *(needed information for executing use of the policy, including consequences for non-compliance; information that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.)*

- I. General Regulations on Posting
 - A. Posters that compromise the safety of others by obstruction or other means (such as obscuring windows and doors) are not permitted.

- B. All posters must include a sponsoring student organization department.
- C. Posting is not permitted on furniture, or any wood, glass or painted surface.
- D. Any poster that obscures another poster may be removed at any time.
- E. All postings not advertising a campus event must have the date posted recorded on them and are subject to removal. All postings will be taken down within two weeks following their appearance, and advertisements for campus events may be taken down 2 days after the event.
- F. Self-adhesive stickers, labels, and signs are prohibited because of how difficult they are to remove. Anyone found placing these items anywhere on Student Union property may be subject to fines and/or Judicial Board procedures, in accordance with college regulations and the discretion of Student Union administrators and College Officials.
- G. The College's Party Policy places additional restrictions around advertising which mentions the serving of alcoholic beverages in college housing. Students must be acquainted with the relevant language in this policy and are responsible for complying with the restrictions.
- H. Individuals should be aware that they could be held liable for advertising events in violation of college policy and/or state and local laws.
- I. The Student Union reserves the right to post both permanent and temporary signs anywhere on the Student Union property.
- J. Please note that the Student Union is not responsible for the safety of posted materials. Sponsors are responsible for retrieving items they would like to keep.

II. Posters and Flyers

A. Bulletin Boards

1. Posters must be confined to designated bulletin boards. All posters found outside of those spaces will be removed.
2. Please only post materials seven day or less prior to your event.
3. Please be considerate and do not take down nor cover up materials that are current.
4. Please post only one copy of your poster/flyer on Wilder bulletin boards. Multiple copies, outdated materials, and items not properly displayed (i.e. posted on painted or wood surfaces) will be removed and discarded.
5. All posters/flyers must have a sponsoring organization or department. Without a sponsor, items will be taken down and discarded.
6. Posters advertising campus events will be removed following the event. Signs and posters not advertising campus events must have the date posted on the front and will be removed two weeks after posting. Posters and signs not in accordance with this policy will be removed.
7. Push-pins should be used on bulletin boards. Please do not use thumb tacks.
8. The Student Union staff is not responsible for the safety of posted materials. Sponsors are responsible for retrieving items they would like to keep.

B. Display Cases

1. Four display cases (brass-framed) are provided in the mailroom for the posting of publicity for events sponsored by college organizations. These are available on a first-come, first-served basis.

2. Please do not take down or cover up materials that are current. We ask that you only post one copy of your poster/flyer. Multiple copies, outdated materials, or items not properly displayed will be discarded.

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