

### Campus Posting Policy:

The following policy governs posting on campus:

1. Sponsoring student organizations and University departments are encouraged to publicize events with posters and flyers.
2. Signs may be posted only on designated bulletin boards and in the hallway between the Student Lounge and the handicap accessible entrance on the first floor (north side of the S-wing).
3. Only masking tape may be used when posting on hallway walls in this location.
4. Posters and flyers may not be placed on any other walls, doors or glass.
5. Bulletin boards designated for posting are located in the following areas:  
south wall – at the west end of the SXU Diner;  
outside the Office for Student Affairs (L-208);  
stairwell across from information desk at main entrance;  
main hallway of the Graham School of Management.
6. In addition, schools, departments and organizations maintain their own bulletin boards and should be consulted for permission to post at those locations;
7. Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
8. All signs posted must be removed in a timely manner when they become outdated.

Additionally, student organizations must follow the policies and procedures below:

Prior to duplicating or posting, all materials must be approved by Campus Life (L-103). Materials that are not approved or properly posted are subject to removal. All materials must indicate the name of the sponsoring registered student organization. Materials will not be approved if they contain:

1. Any reference to illegal substances.
2. Offensive language or images and/or graphic illustrations.
3. Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin and/or disability.
4. Any information which would violate local, state or federal law or University policies.

For campus concerts, dances and special events, the promotional material must include the statement "Current Cougar Card Required" or "Current College ID Required." All materials written in a foreign language must include the equivalent English translation.

The University reserves the right to regulate locations on campus where posting or distribution of materials can occur. Materials may not be placed on car windshields without the approval of the dean of students. Distribution by outside groups must be approved in advance by the dean of students.

Individual students or groups that do not comply with the campus posting policy will be subject to disciplinary action which could include the removal of posting privileges and/or other judicial sanctions.

### Electronic Media (Web pages, E-Mail, Outdoor Marquee):

Please consult the Department of Campus Life for guidelines on how to create and link an organization Web page to the main University Web site. All organizational Web pages should conform to the standard University layout and design scheme.

If an organization would like to post a message to the University community on Saint Xavier Today, send the text as it should appear in the message to the Department of Campus Life at: [campuslife@sxu.edu](mailto:campuslife@sxu.edu). E-mails should be sent at least three days prior to intended publication date. To post a message or announcement on the outdoor electronic marquee (located near the Shannon Center entrance to campus), an organization should complete a Marquee Announcement form (available in the Campus Life office), which must then be submitted to University Relations (consult University Relations' "Policies and Procedures Manual, Graphic Standards and Style Guide" for further guidelines). All marquee announcements require the approval of University Relations and the Department of Campus Life.

### Political Activity

Saint Xavier University, an institution of higher education with a strong liberal arts tradition, supports open dialogue on political issues. The University reserves the right to support or oppose issues that affect its values, welfare, the University itself, and/or the values and welfare of higher education. The University encourages its faculty, staff, trustees, students and registered campus organizations to actively participate in political activities on an individual basis. The policies of Saint Xavier University do not restrict the rights and privileges of faculty, staff, students and registered

campus organizations to express their opinions freely, and the University is committed to preserving and encouraging a diversity of point-of-view and political opinion.

To preserve the integrity of Saint Xavier University and to protect the neutrality of the University in political contests, the following guidelines shall apply (the provost is responsible for monitoring the guidelines).

**Guidelines:**

1. In order to preserve its not-for-profit (501c-3) status, the law requires that the University not participate in or intervene in any political campaign on behalf of any candidate for public office;
2. The University shall not endorse any candidate for political office;
3. Faculty, staff and registered campus organizations are encouraged to conduct candidate forums prior to elections. Plans for candidate forums must be approved by the provost prior to the event. The provost's decision to approve a forum shall be guided by the principles of equal opportunity for participation and equal opportunity for presentation of opposing points-of-view;
4. The list of addresses used by the University are considered confidential and shall not be shared with candidates or parties. Individuals may personally deliver campaign literature, but mailroom facilities are not to be used for addressing or distributing political materials;
5. No campaign posters shall be posted in or on any of the Saint Xavier University buildings or on campus grounds prior to or during election times, with the exception of those used for historical displays or education purposes. Information tables shall be available for campaign literature for all candidates; and
6. The University buildings and grounds shall not be rented or used for political fund-raising.
7. University leadership retains the right to determine the appropriateness, time and placement of the above.

**Off-Campus Events**

Saint Xavier University encourages learning to take place in all aspects of campus life. With respect to student organizations, the University supports co-curricular learning through the sponsorship of events and programs designed to enhance campus life and create a more vibrant campus atmosphere. The Student Activity Fund (SAF) supports events to this end for the benefit of all students.

In order to maintain a fair and equitable opportunity to enjoy events on campus, support for off-campus events held by student organizations will be very limited and requests for sponsorship of off-campus activities will be very critically reviewed. Please see the section about "Student Organization Budgets and Finances" for further information.

**Alcohol Risk Management Procedures for Student-Sponsored Events at which Alcohol is Served**

The following procedures were developed by an ad-hoc committee of students and staff convened by the vice president for Student Affairs. The purpose of these procedures is to regularize and clearly communicate to students procedures for managing the risk associated with events at which alcohol is served. These guidelines apply to events sponsored by student organizations for which a contract is signed and for which tickets are distributed and at which alcohol is served.

Student sponsors are responsible for full knowledge, understanding and compliance with the Alcohol Policy (see Student Handbook), and with the following procedures. Student Affairs staff members will assist in interpreting these procedures upon request.

1. Admission at the door is restricted to Saint Xavier University students.
2. Non-SXU guests of Saint Xavier University students must hold a pre-sale ticket in order to be admitted. One guest will be allowed per SXU student.
3. Events will conclude by 12:30 a.m. Exceptions must be approved in advance by the director of Campus Life.
4. Responsibilities of sponsoring student group:
  - Notify the Departments of Campus Life and Public Safety of the event before the contract is signed.
  - Get a commitment in advance from your advisor and one Student Affairs staff member to attend the event: (vice president for Student Affairs, director of Campus Life, director of Residence Life or director of Campus Ministry).
  - Present a contract for signature by the director of Campus Life. Contract will include hours of operation and that the bar is responsible for carding patrons and for enforcing a two-drink limit during any one cash transaction at the bar.