Posting Policy

This policy provides guidelines for the posting of written and printed materials including, but not limited to posters, flyers, notices, signs and banners used to advertise events, services, information, or items on campus.

Policy:
Bridgewater State College students, faculty, staff, student organizations, college departments, academic units, and college-affiliated organizations may post signs, publicize and advertise their activities, services, and ideas to the campus community in accordance with the following guidelines.

Approval and General Guidelines:

1. The appropriate administrative official must approve any event or activity prior to its advertisement. (Contact the Office of Conference and Event Services for further information.)

2. Departments shall implement this policy in areas under their respective jurisdictions and may, at their discretion, adopt more restrictive policies for those areas.

3. The advertisement, posters, flyers, notices, signs or banner must be in good taste and appropriate for its intended purpose. The college reserves the right to remove any posting that is obscene, discriminatory, libelous, misleading or offensive in any way, or that advocates the deliberate violation of federal, state or local law or college policy.

4. Materials advertising or promoting the use of alcohol and/or illegal substances are prohibited.

5. All materials to be posted must clearly indicate the name of the sponsoring organization.

6. All materials advertising events must also include any admission requirements, restrictions and/or charges, as well as clear statement outlining how interested attendees may request special accommodations for a disability.

7. Materials may not be affixed to walls, windows or doors in any campus building.

8. Materials may not be affixed to any exterior surface including, but not limited to, buildings, railings, fences, steps, columns or pillars, works of art, sidewalks, campus signs, bus shelters, benches, trash cans, light poles, telephone poles, trees or shrubs. Limited permanent and freestanding exterior posting boards are available (Contact the Office of Conference and Event Services for additional information)

9. In very special circumstances, banners may be hung from college facilities. In these cases, the size, content, method of attachment, and duration of exhibition will be carefully reviewed. [Contact the Office of Conference and Event Services to begin the approval process for this type of posting.]

10. All materials must be removed within 24 hours following the event or the relevant deadline for the information. The sponsoring organization is responsible for removing its own posters and failure to do so may result in cleanup charges if the college facilities staff has to remove the postings.

Posting Sizes/Limits:
In order to ensure that all authorized organizations have access to the approved posting locations and to maintain the appearance of the campus, there are limitations to the size of materials that may be posted.

1. Materials to be posted in designated posting areas may not exceed 17" by 22", except for banners to be hung on campus center railings.

2. Banners to be hung on the campus center railings may not exceed a maximum of 36" by 36" without special approval from the campus center director's office. These banners are limited to one posting per event.

3. Departments or organizations granting permission for postings on their bulletin boards or display cases may set their own size limitations.

Advertising:

1. Advertising for commercial (i.e., profit-making) purposes by businesses, organizations, entities, or individuals is prohibited. (See Campus Solicitation Policy at www.bridgew.edu/AdminSupport/pdf/solicit.pdf)

2. When the name of a product or non-university-affiliated entity appears on posted literature, the primary purpose of the posting must be to recognize sponsorship support of the activity or event, and not the commercial advancement of the non-university entity or product.

3. The promotion of the sale or consumption of alcoholic beverages on any posting is strictly prohibited. Campus sponsors who have received permission to serve alcoholic beverages at an event should discuss acceptable wording with the Offices of Conference and Event Services or Student Leadership and Involvement as appropriate.

4. The college mail service, including on-campus mail, is for official college correspondence only. Permission to use the mail service for advertising must be obtained through the Office of Administrative Support Services.

5. The college's computers, internal networks, and national networks may not be used to distribute personal advertisements or information that will result in personal gain. (See the policy on Responsible Use of Information Technology at http://it.bridgew.edu/Policy/ResponsibleUse.cfm for additional information)

Distribution:
The college reserves the right to designate the time, place and manner in which literature may be distributed on campus (See the policy on Free Speech and Demonstration Policy for additional information).

The following general guidelines apply:

1. Distribution of advertisements or literature must be accomplished in such a manner as to avoid litter or disruption.

2. Printed materials may not be placed on the windshields of vehicles parked on college-owned or leased property, including parking lots.

3. Permission to distribute literature in residence halls must be obtained from the Office of Residence Life and Housing. Please see Residence Life and Housing guidelines below.

4. Permission to distribute literature elsewhere on campus, including inside all other college buildings, must be obtained by the Office of Conference and Event Services in keeping with college's policies for facility use.

Bulletin Boards:

General Posting Bulletin Boards are located throughout the campus and are labeled as such. The following guidelines apply to these boards:

1. They may be used by students, student organizations, college-affiliated personnel or

organizations for the posting of printed material meeting the guidelines established in this document.

2. These are the ***only*** locations available for the posting of non-commercial material from non-college-affiliated organizations.

3. Responsibility for the content of these boards is placed in the Division of Student Affairs.

4. These boards are cleared of all advertising on the 15th and 30th of each month.

5. No more than one poster or flier for the same advertised event may be placed on a bulletin board.

Organization or Department Bulletin Boards are assigned to specific college departments and/or student or affiliated organizations, are labeled as such, and maintained by that department/organization in keeping with its purpose and role on campus.

Residence Hall Bulletin Boards are maintained by the Office of Residence Life and Housing.

Residence Hall Posting Policy

This policy provides guidelines for the posting of written and printed materials including, but not limited to posters, flyers, notices, signs and banners used to advertise events, services, information, or items in the residence halls. Please note this policy address posting of materials only; at no time should organizations or departments slide printed materials under student room doors.

Policy:
Bridgewater State College students, faculty, staff, student organizations, college departments, academic units, and college-affiliated organizations may post signs, publicize and advertise their activities, services, and ideas to the residence hall community in accordance with the following guidelines.

Approval and General Guidelines:

1. For the safety and security of the residential community, only residents of a specific building may post flyers in the residence halls. Non-residents of the building wishing to post flyers in a residence hall should bring flyers to the Office of Residence Life and Housing for distribution. (Flyers should be counted out and labeled as follows: Miles -7, DiNardo - 7, Shea - 11, Durgin - 11, Pope - 5, Scott - 5,East - 8, Woodward - 7, Apartments - 12, New Hall - 8.)

2. The advertisement, posters, flyers, notices, or signs must be in good taste and appropriate for its intended purpose. The Residence Life and Housing staff reserves the right to remove any posting that is obscene, discriminatory, libelous, misleading or offensive in any way, or that advocates the deliberate violation of federal, state or local law or college policy.

3. Materials advertising or promoting the use of alcohol and/or illegal substances are prohibited.

4. All materials to be posted must clearly indicate the name of the sponsoring organization.

5. Materials may not be affixed to stairwell walls, windows or glass, in elevators or on fire doors or any fire equipment in any residence hall.

6. Only masking tape should be used to affix materials to surfaces.

7. All materials must be removed within 24 hours following the event or the relevant deadline for the information.

8. Advertising for commercial (i.e., profit-making) purposes by businesses, organizations, entities, or individuals is prohibited.