Westminster College
Guidelines for Posting

The promotion of college events and activities is supported through a general college posting policy.

In the spirit of Westminster College’s mission as a private college, priority is given to on-campus organizations and events. Advertising and posting by commercial groups and other groups not affiliated with the college is limited to several locations on campus.

All postings on campus must bear a stamped approval from the Office of Student Life. Bulletin boards intended for general college posting will be identified by a placard affixed on or above the bulletin board. Permission to post on any bulletin board not bearing this sign must be obtained from the controlling department(s) and is limited to approval of materials from college departments, units and recognized student organizations.

Chalking of sidewalks shall also be considered postings and shall follow the stipulations as identified in this policy. "Plastering" bulletin boards or areas around campus will not be tolerated. Any group found to be in violation of the rules stated below will lose posting privileges.

The distribution or peddling of newspapers or handbills conveying a point of view in the public areas of the Westminster campus is protected by the First Amendment. Public areas include the main lobby of the Shaw Center and streets and sidewalks, but not areas such as corridors, rooms and all other lobbies in buildings. Door-to-door solicitation is not permitted on campus. Unaddressed handbills, announcements, election flyers, or advertisements are not to be sent through the campus mail, placed under residence hall doors, nor placed on vehicles on campus property. Harassment or intimidation of members of the campus community by persons selling goods or services, or proselytizing points of view or causes, may require the removal of individuals from college property in accordance with the rules of maintaining public order.

The Following Applies to All Postings:

Content

- The full name of the sponsoring group (not just acronyms)
- The time, date, and place of the event
- A contact number or email for more information
- Any fees, costs to participate, entrance requirements, etc.

No off campus materials will be approved for posting if it advertises or implies the sale or use of alcoholic beverages.

Submission

On and off campus entities may submit materials for posting to the Office of Student Life in Shaw Center, room 105. All materials must be received at least five (5) business days prior to the event date. For example, if your event is the third Friday in May, you must have your materials to the Office of Student Life by the end of the second Friday in May. The Office of Student Life posts on Mondays and Wednesdays ONLY.
**Bulletin Board Posting**
The Office of Student Life maintains bulletin boards in most buildings on campus. Most academic departments and the Fitness, Wellness, Recreation Department maintains their own bulletin boards as well. To post on departmental boards, approval of that department must be acquired.

**Posting**
- **POSTING ON ANY GLASS DOOR IS AGAINST FEDERAL LAW!** (OSHA)
  Violators may lose posting privileges and are responsible for fines levied.
- One (1) poster per activity is allowed on each of our fifteen (15) boards bulletin boards. There are an additional 15 bulletin boards in the residence halls for campus posting only.
- Posters 11x17 inches or smaller are permitted from Westminster departments.
- Posters 8½ x11 inches or smaller will be permitted from non-affiliated entities. Any exceptions for special events that may require larger posters must be approved by the Office of Student Life.
- Do not place flyers on car windshields or vehicles parked on campus. Any organization violating this clause will be responsible for the cost of removing the flyers.
- Materials posted on the bulletin boards maintained by the Office of Student life will be removed by the Office of Student Life on or after the date shown on the stamp.
- Organizations posting materials that are not on one of our Thirty (30) bulletin boards are responsible for the prompt removal, on the day following the event, of all out-dated materials advertising their events.
- Complete removal of all posters on bulletin boards will occur at these times:
  - End of Finals Week for Fall and Spring Semesters
  - 2 weeks before Fall Semester begins

**Off Campus Housing Board**
There is one bulletin board for off campus housing available. This board is maintained by the Office of Student Life and is located in the lower level of Bamberger Hall. "For rent", "roommate(s) needed", and "housing wanted" advertisements go on this board only.

**Indoor Posting (other than bulletin boards)**
- Posting inside buildings on walls or windows is allowed, however postings must meet the guidelines below:
- There is no posting on the "wall of windows" in the dining area of the Shaw Center.
- Low adhesive tape must be used to affix posters to walls or windows; any damages from postings (e.g., removing paint) will be the responsibility of the posting group.
- All banners hung in the Shaw Center must have a clearance of at least 6 feet if hung from the rafters. (The easiest way to accomplish this is to cut 6” to 8” off the length of the paper before making the banner. Then hang the banner as close to the top of the rafter as possible.)
- Materials that are not from a Westminster department must have the Office of Student Life stamp of approval. (For example: Gore School of Business may post in their area without Student Life approval, but the Finance Club must have the official approval on their materials.)

**Dining Area Tables**
All materials must be approved by Student Life and will not be permitted to be displayed for more than one week prior to an event. Please bring in your original to be approved and stamped prior to duplicating if at all possible. There are approximately seventy-five (75) tables and booths in the dining area.
**Restrooms**
The only posting permitted in restrooms are *The Dear John, Career News in the Loo* and *Concierge Corner*. With special permission from the Office of Student Life, education programs may acquire permission to post in restrooms (ie: Love Your Body Week).

**Residence Hall Posting**
Westminster departments may submit materials to be posted in the residence halls. Off campus or non-Westminster related materials will not be posted in the residence halls. Approval for posting will be given by the Office of Residence Life. No "dorm storming" materials are allowed to be distributed in the residence halls. Placing materials on the outer doors of the residence hall buildings will result in possible loss of posting privileges and a fine (against Federal law).

**Outdoor Posting**
All outdoor posting must be approved through the Office of Student Life. A Request to Post (RTP) form must be completed before approval will be granted. We request no more than thirty (30) outdoor advertisements for any one event/campaign be posted.

The following guidelines apply to all outdoor materials:
- Outdoor materials must be made of vinyl, laminated, or some other weatherproof material if posted for five (5) or more business days.
- Outdoor postings may not remain on campus for more than ten (10) business days unless special permission is given for academic purposes.
- Materials may not be affixed to any plants, trees, college signs or statues on campus.
- Materials may not be attached to any handrails since that could impede accessibility to people with disabilities and create a safety risk.
- Materials may not be attached to the fencing around Dumke field or to any temporary construction fencing.
- Posting must not impede pedestrians or motorists.
- All outdoor postings must have an Office of Student Life approved stamp or signature with removal date visible.
- There is no posting on the Black Bridge or the light posts along the bridge.
- The number of outdoor posting should be limited to avoid cluttering the campus.
- When numerous postings are put up for the purposes of student learning, organizers must meet with the Director of Student Life or the Dean of Students to review this policy and provide additional information about the number, placement and timing of postings.

**Sidewalk Chalking**
Any organization or department wishing to chalk sidewalks and walkways must receive approval from Student Life at least one (1) working day prior to the proposed date of chalking. An RTP form must be completed before approval will be granted.

The following applies to all chalking on campus:
- Chalk is the only medium used to advertise on sidewalks. *Spray paint or dyes of any kind are strictly prohibited and the offending group will be charged for clean up.*
- Do not chalk within 15 feet of any door.
- Do not chalk under any overhang (as it takes a very long time to wash away).
- Chalk alternate sidewalk blocks, so you are not chalking on every one.
- **Chalking on the exteriors of buildings or walls is strictly prohibited.**
**Associated Students of Westminster College (ASWC) Elections Materials**

ASWC holds student body elections each year in March. Election posting, advertising and campaigning policies are different than the College’s general posting policies, but are clearly outlined in the ASWC bylaws.

**Violations**

Individuals, groups or departments who violate these guidelines may lose their posting privileges.

**Posting Locations, Authorized Departments and How to Get Materials Posted**

<table>
<thead>
<tr>
<th>Hall/Location</th>
<th>Authorized to Post</th>
<th>How to Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bamberger Hall (lower level) (housing board)</td>
<td>The Office of Student Life</td>
<td>Bring fifteen (15) copies* to the Office of Student Life in Shaw Center, room 105. The Office of Student Life collects and posts all materials for the boards listed. Materials will be left up for 3-4 weeks or until the event advertised has taken place. Posting occurs on Mondays and Wednesdays ONLY.</td>
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<tr>
<td>Converse Hall (lower level)</td>
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<tr>
<td>Dolores Dore Eccles HWAC (3rd floor)</td>
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<td></td>
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<tr>
<td>Foster Hall (lower level)</td>
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<td></td>
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<tr>
<td>Giovale Library (main level)</td>
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<td></td>
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<tr>
<td>Gore Business School (main &amp; upper levels)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maloof Hall (upper level)</td>
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<tr>
<td>Nightingale Hall (by main entrance)</td>
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<td>Shaw Center (by copy machine and vestibule)</td>
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<tr>
<td>Residence Hall (Carleson, Hogle, Behnken, Owell and Stock halls) bulletin boards.</td>
<td>Resident Advisors (RA) and club officials/department representatives with the approval of Residence Life</td>
<td>Bring fifteen (15) copies to the Office of Student Life. If they are approved by Residence Life, they will be stamped and returned to you or placed in the RAs mailboxes to be posted.</td>
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<tr>
<td>Outdoor Posting on Campus</td>
<td>Club officials and department representatives with the approval of the Office of Student Life ONLY</td>
<td>Bring all flyers, posters and/or signs along with a completed Request to Post (RTP) form to the Office of Student Life for approval. Once approved, you will be responsible for posting/hanging/putting up materials and for removal.</td>
</tr>
<tr>
<td>Sidewalk Chalking</td>
<td>Club officials and department representatives with the approval of the Office of Student Life ONLY</td>
<td>Bring a completed Request to Post (RTP) form to the Office of Student Life for approval. Upon approval you will be responsible for your own chalking.</td>
</tr>
</tbody>
</table>

*We request that, if at all possible, you bring in an original version to be stamped before you duplicate.*
Westminster College Request to Post (RTP) Form
(Please return to the Office of Student Life in Shaw 105 for approval)

Name of Person/Group Requesting:
Contact number:

Association to Westminster College:
- [ ] College Department  Please specify: _________________________________
- [ ] Student Group  Please specify: _________________________________
- [ ] Off Campus Business  Please specify: _______________________________
- [ ] Westminster Alumni
- [ ] Current Westminster Student

Type of Posting:
- [ ] Flyers (indoor)
- [ ] Posters (indoor)
- [ ] Banners (indoor)
- [ ] Flyers (outdoor)
- [ ] Posters (outdoor)
- [ ] Banners (outdoor)
- [ ] Sidewalk Chalk
- [ ] Other  Please explain: _______________________________

If sidewalk chalk will be used, please give the message you will be chalking:

Is there a date for your event?  [ ] Yes  [ ] No  If yes, when? ________________
Who is responsible for removing materials after the event? ________________________

On the map below, note where you will be posting outdoors, whether it be banners, flyers, posters or chalk.