Boca Raton Campus Posting Policy


Campus Advertising
Posting policy for student advertisements: No flyers will get approved (stamped) unless a Program Registration Form has been turned into the Office of Student Development and Activities, SU 130.

1. Approval of Signs, Posters and Notices

A. Process

The Office of Student Development & Activities is in charge of the student flyer policy on the campus. All flyers by student groups must be approved and stamped by the Office of Student Development & Activities. Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are not allowed to advertise on campus. Student Development & Activities must approve any and all co-sponsorships. Flyers must get an approval stamp to be hung anywhere on campus. Some areas may require other an additional stamp.

B. Wording

All flyers must have the name of the sponsoring student group or department. If there is a contact number on the flyer then it must be an on-campus number. The Student Development & Activities Office will approve any and all pictures, phrases and words on a case-by-case basis. Alcohol cannot be advertised in any way on any flyer.

ALL publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:

If accommodation(s) for a disability is required contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.

If this statement is not on flyers brought to the Office of Student Development and Activities, the flyers will not be approved and stamped.

2. Placement of Signs, Posters and Notices

A. Classrooms, Offices and Corridors

Signs, posters and notices may be attached only to approved bulletin boards in the above Areas. They may not be attached to any painted surface, glass, vending machines,
building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made.

Each building on campus has their own areas for posting and they should be consulted before any posting is done.

B. Walkways and Campus Grounds

Signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Plans for the placement of any additional informational signs or bulletin boards for student use will be coordinated by Student Development & Activities with the offices of the Vice President for Student Affairs and the Vice President for Architecture.

Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is also prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

3. Housing Posting Policy:

FAU Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing Areas. Larry Faerman, Assistant Director of Housing for Residential Life, is the contact for flyer approval in the Housing Areas.

Please note that in order for a flyer to be approved, it must first be approved and stamped by the Office of Student Development and Activities. It will save the organization time if you check this before sending them to IRT, or if at IRT, accepting the flyer. Furthermore, please ask them leave one (1) copy of the flyer for approval. It will be at staff discretion if many copies of the same flyer will be stamped.

There will be a box at the IRT Office specifically for flyers. A representative from the organization MUST drop the flyer off at the IRT office for approval. Please do not accept these at SHSF 46, HPT, or the Village. Additionally, there is full business day turnaround on all flyers to be approved.

4. Removal of Signs, Posters and Notices

All signs stamped by the Office of Student Development & Activities must removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event.

Any and all Flyers over two weeks old will be taken down regardless of stamp.
5. Violations

Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Grounds Department and reported to the Office of Student Development & Activities. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions.

6. Information

Any questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to the Office of Student Development & Activities on the respective campuses.

Placement of Temporary Ground Signs and Banners

Banners

(Please note: the Elections Statutes do not permit banners).

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to Presidential memorandum #60.

a. Walkways and campus grounds locations:

Temporal ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure.

b. Coordination:

Final plans will be submitted to the Office of Space Utilization & Analysis for approval in accordance with the attached Banner and Temporary Ground Sign Installation Procedure. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance with the Banner & Temporary Ground Sign Installation Procedure) may be erected by the sponsor of special events, not more than 14 days before the event.

c. Removal of Temporary Ground Signs:
All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.

d. Removal of Banners:

All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.

e. Violations:

Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to SG; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

f. Information:

Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the Office of Space Utilization and Analysis at (561) 297-0197. The Temporary Ground Sign/Banner Application can be found at the following website http://www.fau.edu/divdept/univarch/su/forms/tempsignapp1.pdf. You must have Adobe Acrobat to view the page.

Broward Campuses Posting Policy

Campus Advertising
Posting policy for student advertisements. No flyers will get approved with a stamped, unless a Program Registration Form has been turned into the Office of Student Development and Activities.

1. Approval of Signs, Posters and Notices
A. Process
The Office of Student Development & Activities is in charge of the student flyer policy on the campus. All flyers by student groups must be approved and stamped by the Office of Student Development & Activities. Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are
not allowed to advertise on campus. Student Development & Activities must approve any and all co-sponsorships. Flyers must get an approval stamp to be hung anywhere on campus. Some areas may require other an additional stamp.

B. Definition
(Please note: the Elections Statutes define posters differently and do not permit banners for campaigning).
Banner: You must contact the Physical Plant department to obtain banner dimensions for the maximum size on a given campus. The Physical Plant department will also determine designated areas for banners. Any poster or flyers larger then their defined dimensions are considered a banner.
Flyer: A flyer will not be larger than 8” x 14”.
Poster: A poster will not be larger than 2 ft. x 3 ft.

C. Wording
All flyers must have the name and contact information of the sponsoring student group or department. The contact information must try to be an on-campus number. The Student Development & Activities Office will approve any and all pictures, phrases and words on a case-by-case basis. Alcohol cannot be advertised in any way on any flyer.

2. Placement of Signs, Posters and Notices
A. Classrooms, Offices and Corridors:
1. Signs, posters and notices may be attached only to approved bulletin boards by the designed department. They may not be attached to any painted surface, glass, vending machines, building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made.
B. Walkways:
1. No posters or flyers will be allowed along these areas.
2. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is also prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.
C. Removal of Signs, Posters and Notices
   a. All signs stamped by the Office of Student Development & Activities must removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event.
   b. Any and all flyers over two weeks old will be taken down regardless of stamp.
D. Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Physical Plant Department and reported to the Office of Student Development & Activities. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions.
5. Information and questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to the Office of Student Development & Activities.

C. Designated Locations:

1. All signs, posters and notices will be placed on these designed bulletin boards by Office of Student Development & Activities and Student Government student assistants or designee at the following location:
   a. Davie campus: Student Activities Center (housing, jobs, club activities, local/community activities sponsored by club or department), Liberal Arts Building stairway area and information desk area (campus events), 3rd floor of Liberal Arts Building near soda machines (campus events), 4th floor of bulletin board (campus events & academics), and Education and Science Building 1st floor bulletin boards located in north and south corridors near classrooms and bulletin boards located in every classroom.
   b. Downtown campus: All notices are placed only in designed bulletin boards in the Student Activities Center and 2nd floor of Askew Tower. Multimedia advertisement will be placed onto the Plasma screens by the appropriate staff.
   c. Sea Tech campus: Entry area of the campus building and bulletin boards in the student activities area.

3. Placement of Temporary Ground Signs and Banners

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to Presidential memorandum #80.

A. Walkways and campus grounds locations: Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure. Posters should not be larger than 2”feet by 3”feet. If the poster is larger, it will be up to the discretion of the Associate Director for Student Affairs.

B. Coordination: Final plans will be submitted to the Office of Student Development & Activities for approval in accordance with these policies. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance with the Physical Plant department may be erected by the sponsor of special events, not more than 14 days before the event.

C. Removal of Temporary Ground Signs: All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.

D. Removal of Banners: All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.
E. Violations: Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

F. Information: Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the student activities center.

**MacArthur Campus Posting Policy**

All postings must be stamped by the Office of Student Life and Recreation. It also must have the following info: date/time of event/sponsor name and phone/email.

If you have questions about the policy, please contact Heather Bishara, Assistant Director of Student Life & Recreation at 561.799.8696 or hbishara@fau.edu, or stop by her office in The Burrow at SR 151.

*Department of Housing Posting Policy*

1. Flyers must be presented to the Department no more than five (5) days prior to the advertised event.
2. Flyers must include the following information in order to be considered for approval and posting within Housing:

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Time</td>
<td>Location</td>
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Sponsor(s)    Contact Information for questions

3. Flyers advertising Club Activities and events MUST have the Student Development and Activities stamp prior to requesting the Housing stamp
4. Flyers must have correct grammar and spelling.
5. Preference for posting is given to flyers which measure 8.5” X 14” or smaller. Flyers larger than this will be posted on a space-available basis, at the discretion of the Director. Priority will be given to Housing-sponsored events.
6. Flyers will only be posted on the Information Bulletin Boards on each floor (located near the elevator). Flyers WILL NOT be posted on the walls, glass windows, doors, balcony, nor the lobby railing without prior consent given by Housing.
7. Banners / posters will only be approved to be hung within 48 hours of the event. Approved items MUST be removed by the program coordinators immediately following the event. *(Please note: the Elections Statutes do not permit banners for campaigning)*
8. Sidewalk Chalk advertisements in the Housing area also require approval, and must be removed immediately following the event.
9. Flyers that are not approved by Housing will be promptly removed and destroyed.
10. Flyers advertising off-campus events that are not sponsored by MacArthur Campus organizations will not be posted.
11. Flyers advertising off-campus events featuring alcohol will not be approved.
12). Flyers that are in violation of these posting policies will be reported to Student Development and Activities as well as the sponsoring organization losing their rights to advertise in Housing for one (1) year.

**Treasure Coast Campus Posting Policy**

Campaign materials are only permitted on campus bulletin boards. All candidates wishing to have their items posted, must drop off their information with the Office of Student Affairs located in CO 128. Staff member will post the items on the bulletin boards. Only 1 piece of campaign material per bulletin board is permitted. There are approximately 20 bulletin boards on campus. If you have questions about the policy, please contact Jason Davies, Assistant Director of Student Affairs, FAU Treasure Coast Campus, at email: jdavies8@fau.edu or 772-873-3443.