

IPFW Posting Policy

Purpose of this policy:

- to establish optimal opportunities for promoting campus organizations and events;
- to ensure that authorized publicity, including commercial advertising, does not detract from the safety or attractiveness of the campus;
- to restrict unauthorized publicity;
- to help reduce waste;
- to increase the effectiveness of campus postings.

This policy is for postings in public spaces on campus with the following exceptions:

1. The Library and all appropriately labeled and designated Departmental Bulletin Boards and Digital Signage are under the discretion of that unit's supervisor with regards to postings and removals. A list of Library and Departmental posting spaces can be found at www.ipfw.edu/stulife under the Posting Policy tab.
2. All postings in Student Housing must be approved by administrative staff at Cole Clubhouse. Housing Staff recommends 65 flyers for posting on various bulletin boards throughout the property, and they will facilitate the posting and removal of all flyers. Housing boards are for IPFW department and organizations only.
3. Paid Advertising shall only be in Athletic venues as allowed under the provisions of the University Marketing Agreement with Nelligan Sports Marketing Inc. effective July 1, 2008. All advertising will be consistent with the standards set by that document or subsequent agreement.

Paid sponsorship of University events or programs may be acknowledged on brochures, programs, or temporary announcement documents, that otherwise meet all of the provisions of this policy. A poster or banner that acknowledges a sponsor may be displayed at the entrance of an event venue or near the registration table for an event on the day of the event only.

Posters and postings should be prepared, displayed, and removed in accordance with this policy. Unauthorized postings will be removed and violators will be referred to the Student Life and Leadership Office (SLL), the Dean of Students, Special Events or University Police to pursue appropriate action

Any damage to university property as a result of improper postings will be charged to the sponsor.

Requests for exceptions to this policy and questions about its application in specific cases should be directed to the SLL Office. The SLL Staff will refer such requests to the appropriate university officials for action or information as needed.

Definitions used in this policy:

- Poster or posting refers to a temporary sign, placard, flier, banner, card, and similar publicity material. (Permanent signs are regulated by the "Campus Sign Policy," Chancellor's Memorandum 4-74-75.);
- Sponsor refers to the group responsible for the posting;
- Campus groups are defined as IPFW offices, departments, and recognized student and university organizations;
- Outside group refers to all other groups and individuals;

Review:

The Assistant Vice Chancellor for Student Life and Leadership and the Special Events Manager will meet to review and/or update these policies on an annual basis and provide recommendations to the Chancellor.

I. Posting Priorities:

- a. Emergency announcements such as snow emergencies or recesses.
- b. Events of university-wide interest such as registration dates, The Big Event, Homecoming, etc
- c. Events sponsored by IPFW organizations, including student organizations.
- d. Recurring meetings of IPFW clubs and organizations that are open to the entire campus
- e. Outside Group Events
- f. For Posting Priority disputes with regards to space availability, Sponsor of the Posting in dispute shall appeal to the SLL Office for resolution. The SLL Office shall have final determination.

II. Approval guidelines for posters and posting:

- a. Campus groups need no prior approval for posters or postings except as noted elsewhere in this policy.
- b. Outside groups not associated with an event on campus must have their posters approved and stamped by the SLL Office prior to posting in designated locations.
- c. Outside groups affiliated with an event on campus must have their posters approved and stamped by the Special Events office.
- d. Commercial advertising and solicitation (such as for taverns, alcohol, weapons, trips, cars, and magazines) are not allowed. IPFW will consider exceptions for educationally beneficial products (such as computers) offered at a significant discount to IPFW students (but not to the general public).
For further information on Soliciting on Campus visit www.ipfw.edu/stulife under the Posting Policy tab.
- e. Postings that violate The Code of Student Rights, Responsibilities, and Conduct are not permitted.
- f. No activities prohibited by university regulations, or local, state or federal laws, may be publicized.
- g. Postings of regular class meetings, course offerings and office hours are not permitted.
- h. Placing fliers on car windshields is prohibited on IPFW property.

II. Specifications for posting:

- a. Posters or postings larger than 11" x 17", including freestanding items such as pull-up banners and easels, must be approved by the SLL Office.
- b. A maximum of one posting per event / per campus group / per bulletin board (approximately 30 posters in all) is permitted.
- c. Posters may be displayed for up to two weeks (unless approved for longer display, based on available space, by the SLL Office) or until the publicized information becomes obsolete, whichever comes first.
- d. All postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information and posting window featuring Start Date and End Date in lower right hand corner of posted document.
- e. Parking Garage Banners and signs larger than sandwich boards must obtain approval from the SLL Office. Once approved the SLL Office will reserve space for the banner or sign through the Special Events Office. The SLL Office will then coordinate with the Physical Plant Office for installation and removal of the banners/signs.
- f. Posting on glass surfaces is strictly prohibited.

III. Physical Posting Locations:

- a. Posting is approved in the following locations only and prohibited in areas not listed below:
 - i. Office doors, with the permission of the occupant.
 - ii. Tack strips in stairwell landings if available (campus groups only).
 - iii. Kiosks and bulletin boards (unless designated for the exclusive use of an IPFW unit).
 - iv. Day of Event directional signage such as sandwich boards, yard signs (aka "realtor signs") and sign boards shall be directional in nature and shall be removed at conclusion of event. All banners and self-supporting signs and their location indoors and outdoors must be approved in advance by the SLL Office in accordance with guidelines established by the SLL Office and the Physical Plant.
 - v. Sidewalks: Campus groups may write messages in chalk on horizontal sidewalk surfaces for special purposes, such as student elections, with prior approval from the SLL Office. For safety reasons, posters and messages should not be within 20 feet of a doorway. Sidewalk chalk may not be used under awnings or similar overhangs.
 - vi. Acrylic 6-sided table Tents
 1. 80 - 5" x 7" fliers delivered to SLL office
 - vii. Toilet Times
 1. Contact IPSGA office for further information.
 - viii. Complete list of physical posting locations can be found at www.ipfw.edu/stulife on the Posting Policy tab.

IV. Materials for affixing posters:

- a. For cork bulletin boards and tack strips, use tacks or stick pins only.
- b. For self-supporting signs, use materials recommended by the SLL Office.
- c. For sidewalks, only use outdoor chalk.
- d. Self-adhesive stickers or decals may not be used anywhere.
- e. Use of any tape to hang signs is prohibited

V. Exceptions

- a. Any exceptions to the above guidelines must be approved in writing by the SLL Office.
- b. Emergency or closing notices approved by the Chancellor are exempt from this policy.
- c. Use of library space for easels, displays, or postings requires the approval of the Library Director.

VI. Digital Postings:

- a. Images must be emailed to stulife1@ipfw.edu in the form of a 16:9 widescreen PowerPoint slide. No live animation slides permitted.
- b. Digital post must be received a minimum of two (2) business days prior to posting.
- c. Each digital post will remain up for one calendar week from the time it is posted.
- d. Advertising must be for on-campus, open events sponsored by a recognized student organization or campus department. Outside groups that have scheduled space thru the Special Events office may also advertise on the digital posting as space allows.
- e. Digital postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information.
- f. Digital Posting locations can be found at www.ipfw.edu/stulife on the Posting Policy tab.

VII. Temporary, Changeable Banners Affixed to Lightpoles:


- a. For purposes of promoting campus initiatives, IPFW academic and administrative units may use temporary changeable lightpole banners affixed to designated lightpoles around the campus with approval from the SLL office.
 - i. Note that banners may be used only by campus units promoting campus-based events, programs, or initiatives -they may not be used to promote non-University organizations.
- b. Such lightpole banners may be placed for a minimum of one month duration, but not more than six months.
- c. All banners must be approved by the Marketing Communications office for size specifications and message/logo content.
- d. Departments wishing to use this means of promotion must bear the full cost of design and production of the banners.
- e. The SLL Office who will coordinate the actual physical installation and removal by campus Physical Plant staff.
- f. Designated lightpole locations can be found at www.ipfw.edu/stulife on the Posting Policy tab.

Any deviations from this policy must have the approval of the Chancellor or his/her designee.

Failure to follow this policy will result in the following:

- 1st Offense: will receive a Warning/Reminder of Policy
- 2nd Offense: will be prohibited from Posting for 1 month
- 3rd Offense: will be prohibited from Posting for 1 Academic Semester

CHANCELLOR'S MEMORANDUM No. 16-1 (Replaces Chancellor's Memorandum No.09-1 3-6-09 and VCFAA Memo 10-24-12 Titled Exterior Campus Signage)


Vicky Carwein
Chancellor
4/25/2016