

FLYER/POSTER GUIDELINES

Organizations may post or distribute literature on University property. However, the University expects that poster and literature content will conform to established requirements and generally accepted standards of good taste.

The specific content of posters and literature will be the responsibility of the person or organization submitting posters or literature for distribution. The person or organization will be expected to assume all responsibility for poster content and to hold Western Michigan University harmless from any and all liability that may arise as a result of any posting or distribution. This pertains to all damages, costs, attorney fees and discovery costs that may result from any legal action.

While WMU promotes freedom of expression, the University also affirms civility and, at its discretion, reserves the right to control conditions of time, place, and manner under which posters and literature are distributed.

Publications must comply with the regulations listed in this manual.

CAMPUS POSTING: GENERAL PROVISIONS

1. To post flyers on approved bulletin boards in the academic buildings and general buildings, flyers must be approved by Student Activities and Leadership Programs (SALP) Office or the Bernhard Center Program Office.
2. Posters or flyers must not exceed 14" by 22."
3. The literature must contain the full name of the sponsoring organization, date, time, and event location.
4. All literature must be received by the SALP office **AT LEAST (7) SEVEN BUSINESS DAYS** prior to the event/program taking place.
5. All literature must comply with SALP guidelines and be stamped "Approved" by SALP before posting. If the material is not stamped for posting, the material will be removed and restitution for the cost of labor will be charged to the organization.
6. The Posting Guidelines Form is to be completed by the student organization/department representative requesting the flyer to be approved.
7. If approved, the flyer will be placed in the student organization mailbox for pick-up.
8. If not approved, the organization/department will be contacted in an effort to approve the literature.
9. Please allow **(2) TWO BUSINESS DAYS** for the approval process to take place.
10. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity documents. Failure to do this may result in subsequent loss of funding.
11. Postings are not permitted on any trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, parking meters, trashcans, or public signs on campus. All violators will be charged full restitution for the cost to remove such literature from the unwarranted areas.
12. Postings are to be placed on bulletin boards provided by the University. There are 11 information kiosks and 35 general announcement boards. A current listing of posting areas is available in SALP.
13. It is prohibited to post literature over other validly placed flyers or posters.
14. Because of limited space, please place only one flyer per bulletin board or kiosk.
15. Postings may be tacked or stapled on bulletin boards or taped on kiosks. Other methods of affixing postings or types of adhesives are not permitted.
16. The following offices/departments have specific posting guidelines and approval for literature must be given from each area specifically. Please contact individual office/department for policies and procedures:
 - a. Student Reaction Center (SRC)
 - b. Residence Halls
 - c. Bernhard Center

BERNHARD CENTER (BC)

Bernhard Center policies are outlined online at www.wmich.edu/bernhard/policies.html.

STUDENT RECREATION CENTER (SRC)

Signs to be posted in the Student Recreation Center must first be approved by SALP. Ten copies of the posting should be delivered to the Membership Coordinator at the SRC. The materials will be reviewed and posted in designated areas if approved. The SRC also has a display case available for a weekly fee of \$5. For information on reserving this space, contact the SRC service desk at 387-4732.

RESIDENCE HALL POSTING GUIDELINES

There are bulletin boards on corridors throughout the residence halls maintained by residence hall staff to keep residents aware of Residence Life, University and community activities. Only authorized Residence Life personnel are permitted to post on corridor bulletin boards. Postings are not permitted on walls, windows or other non-bulletin board surfaces in public areas, including elevators. If physical damage results from any posting or when labor time is required to remove postings, the sponsoring organization or individual will be billed.

Organizations wishing to advertise in the residence halls must have all flyers stamped "Approved" by the Office of Residence Life. An original flyer should be brought to the Residence Life office, located in Faunce Student Services Building, to be approved for distribution. Copies of approved flyers are to be returned to the Office of Residence Life, and Residence Life staff will post them in the halls. At no time may postings be slid under residence hall room doors, except for those authorized by Residence Life.

FUNDRAISING AND NON-PROFIT SOLICITATION IN RESIDENCE HALLS

All fund-raising activities taking place in a residence hall must be approved by the Office of Residence Life. No fund-raising or solicitation by student organizations may take place in the buildings or cafeteria foyers without permission. Sales of food by non-residence hall groups will not be permitted in the halls.

Leafleting, distribution, and solicitation by University organizations for non-revenue producing purposes must be approved by the Office of Residence Life. The following conditions will need to be met in residence hall lobbies and cafeteria foyers (not in the cafeterias):

- Approval has been obtained from the Office of Residence Life.
- The time and duration are established and approved prior to the activity.
- There is no interference with the normal operation of the residence hall.
- The area is restored to its original condition.

Additionally, the Office of Residence Life (387-4735) reserves the right to grant blanket approval for certain non-University activities, usually of a public service nature, such as voter registration. If such blanket permission is granted, Hall Directors will be contacted by the office granting permission. If, in the opinion of the Director, such distribution or solicitation is causing a disturbance, the parties will be asked to leave immediately.

Events and activities are part of many student organizations. Good planning and documentation are key to having a successful event. The SALP staff is available for assistance at any step during the planning process.