

STUDENT LIFE | IU South Bend

Campus Posting Policy

As a university that is open to expression of various viewpoints, Indiana University South Bend encourages intra-campus posting of information in the interest of enhancing student and campus life and expanding opportunities for learning and cultural enrichment.

Materials to be posted on campus must be submitted to the Student Life Office (SAC 130) to be stamped for posting by Student Life personnel. Director of Student Life may withhold approval for any poster in violation of this policy. **Exceptions and variances to this policy may be granted from the Director of Student Life.** The decision of the Director may be appealed to the Associate Vice Chancellor for Student Services.

All postings must be in approved spaces as designated below. Postings shall not promote smoking or the use of alcohol or illegal drugs

Student Life is not responsible for printing and duplication costs or the distribution of postings.

POSTING AREAS

The university provides ample space for postings. Campus postings will only be allowed in designated areas as described in this policy.

Bulletin boards and posting areas are defined for use as follows:

- *Bulletin Boards - Open Posting Area*
An open posting area is available for approved posting by anyone but still requires Student Life approval marking.
- *Bulletin Boards - Designated*
Bulletin boards identified as “designated” are available for posting for University campus groups, organizations, University departments, students, faculty and staff to whom they have been designated. To post on a designated board permission must be requested from the group/individuals to whom the board is designated.
- *Bulletin Boards – Restricted*
Bulletin boards identified as “restricted” are under the jurisdiction of a school, department, residence life buildings, or administrative office and are restricted to their use only. University campus groups, organizations and University departments may request permission from the appropriate school, department, or administrative official to use these bulletin boards.

POSTINGS

For the purposes of this policy, the terms "posting", "posters" and "flyers" shall include, but are not limited to, billboards, notices, table tents, flyers, placards, posters, banners, leaflets, handouts, and hand-held signs. Postings must follow these guidelines:

- The name of the sponsoring University Department or Student Organization must appear prominently on all flyers and advertisements. If co-sponsored this must be noted on the sign and all parties must be named.
- For an organization to be identified as a sponsor on a poster there must exist a direct relationship between that organization's/department's general function and the event being advertised.
- All flyers must have contact information on them.
- Posters are not to exceed 11" x 17" without the permission of the Director of Student Life.
- You may not affix flyers on painted or other surfaces not dedicated for postings.
- The distribution flyers may not obstruct pedestrian or vehicular traffic.
- Leaflets or handbills discarded on the ground in the general area of distribution are to be picked up by sponsoring group.
- The distribution of material is not allowed in an area reserved by another organization nor it impede another scheduled activity or event.
- Posting shall not to be attached to vehicles in any way.

Chalking is permitted, if it complies with the Posting Policy in addition to the following:

- Chalking may be utilized by registered student organizations and university departments and is only allowed on **outdoor concrete sidewalk** areas that are exposed to the weather and can be easily washed away by rain. Do not chalk on steps or other vertical surfaces.
- Chalk must be water-soluble, washable and non-toxic and clearly identified as "Sidewalk Chalk."
- Chalking must be clear and legible and must bear the name of the student organization (if applicable)
- Chalking is not allowed within 10 yards of building entrances, on steps, any vertical surfaces, landscaping or brick.

Questions about this policy can be directed to the Office of Student Life at 574.520.4587 or sblife@iusb.edu.