TUFTS UNIVERSITY POLICY ON ADVERTISING/POSTING
SOLICITATION/VENDING AND DISTRIBUTION

General Guidelines:

- Posters and flyers advertising events sponsored by TCU-recognized organizations, including all fraternities and sororities, may be posted on campus only in authorized areas.
- All advertising must bear the name of the sponsoring group(s) and a contact person and e-mail address for more information.
- Advertising must be removed within 24 hours of the advertised event.
- Postings should be attached with tacks or masking tape (scotch tape, duct tape, glue and staples are not permitted).
- Organizations must not place their posters such that they obscure the posters of others.
- No postings with profanity or explicit sexual material.
- No defaming of groups or slurs because of sex, race, ethnic or religious identity or sexual orientation.
- Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the OCL and will be subject to a fine. All University bulletin boards and posting areas will be cleaned by Facilities once a week – usually Monday morning - at which point all posters will be removed, regardless of when they were put up.
- If inclement weather makes the appearance of the posters disreputable Facilities has it within their authority to remove the posters.
- Anything posting that cannot be immediately and easily removed is NOT ALLOWED. This includes stickers, paint, spray chalk, taping to create words etc.
- General Rule: If you do not see another posting in the area where you want to post, it is probably not an approved posting area.

Posting Amounts and Authorized Posting Areas Include:

- No more than (6) six total flyers per area (maximum size of 11 x 17) will be allowed per event on the two primary outdoor posting locations on campus which include the Campus Center Breezeway between Bookstore and Mayer campus Center and the walls along the Tisch Library steps. (See Notes Below)
- On all other approved indoor and outdoor posting spaces groups are allowed (1) one flyer (maximum size of 11 x 17) per event. This includes designated outdoor and indoor general information bulletin boards only.
- Posting areas are clearly labeled and identified. General Rule: If you do not see another posting in the area where you want to post, it is probably not an approved posting area.
- Space permitting, posters may be placed into the display cases outside the Mayer Campus Center, subject to the approval of Campus Life; please contact the OCL for more information.

Unauthorized Locations Include:

- Postings are not permitted on the Bookstore or Campus Center doors, the walls facing Professor's Row or Talbot Avenue, and the walls around the Jumbo Express entrance.
- Postings are not permitted on the walls located in or around plant beds, the walls around the chapel patio, and the walls around the library patio.
- Postings are not allowed on interior or exterior walls of all buildings and columns.
- Postings are not allowed on any entrance/exit/hallway doors of any campus building.
- Postings are not allowed on fences, trees, patios, pavement or sidewalks, the Memorial Steps, on stakes in the ground, on handrails, light posts, street signs, trash cans, and any glass surfaces.
- Postings are not allowed on bus stops or bike kiosks.
- Postings are not allowed in bathrooms or bathroom stalls anywhere on campus.
- General Rule: If you do not see another posting in the area where you want to post, it is probably not an approved posting area.

Chalking

One of the reasons that the university permits the use of chalk is that it does not become a permanent part of the campus. Therefore, chalking is permissible in outdoor, public areas - chalking is not permitted in areas inaccessible to rain, such as the walkway between the Campus Center and the Bookstore or any vertical surface; and there is to be no use of materials other than water soluble sidewalk brand stick chalk. NO SPRAY CHALK OF ANY KIND IS ALLOWED!

- NOTE: No chalking of any kind is allowed on Matriculation Day or Commencement Day.
Banners
No banners may be posted on the exterior of any university buildings, including residence halls and fraternities and sororities. No banners may be hung or draped on trees, lampposts, or other structures, including stakes in the ground. Banners or placards may be held by those participating in an event, rally, or demonstration. Banners may be put out on tables to advertise while tabling at approved campus tabling locations.

Violation of Posting Policy for Student Organizations
- a warning after their 1st violation;
- a $50.00 fine after their 2nd violation;
- a $100.00 fine after their 3rd violation;
- and after their 4th violation, the group will be fined $150.00 and may suffer revocation of organizational privileges including the use of campus facilities.

Residence Hall Specific Posting Policy
The Office of Residential Life and Learning (ORLL) have policies and procedures concerning posters and flyers inside of all residential buildings. The poster policy is designed to increase the readability of all postings by limiting the volume of any single posting. Please note that the residential staff will post all materials.

The procedure for distributing advertising materials to residence halls is as follows:
- Prepare your poster
- Bring the posters to the Office of Residential Life and Learning, South Hall, for approval. The individual who brought the approved copies will then stamp each copy and put one in each staff box.
- Make 100 copies of the poster for distribution in the staffed residence halls. If you would like posters distributed to non-staffed halls (Latin Way (3), Hillside (1) and themed-houses (15), you should make an additional 19 copies.
- To be approved, posters must include the following information: Name of TCU-recognized club, organization, department, or office name and email addresses of individuals to contact for more information Date and time of event (if applicable)
- Posters will be displayed the next day in staffed buildings. Non-staffed buildings have materials distributed weekly; posters will go up within 5 business days in those buildings.
- After the event has occurred, the residential staff or maintenance will remove and recycle the poster.

The ORLL reserves the right to refuse any posting based on its content or lack of required information. The ORLL works collaboratively with the OCL to ensure that postings in our residence halls are informative, fair, and constructive.

OFF CAMPUS ADVERTISING:
Off-campus advertising is only allowed with the permission of the Office for Campus Life. A copy of your advertising should be submitted to the OCL for recording purposes. Violations of the off-campus advertising policy may result in the cancellation of your event. Off-campus advertising must adhere to all posting policies.

SOLICITATION, VENDING AND DISTRIBUTION:
The University, through the Office for Campus Life, regulates all commercial activity and solicitation on campus. These activities include (but are not limited to) fundraising, raffles, distribution of products and promotional materials, political leafleting or solicitation, sales and solicitation for any purpose. All student organizations must receive permission from the Office for Campus Life before engaging in the above activities on University property. Permission never includes door-to-door canvassing or sales in residence halls or campus offices. Soliciting or selling by telephone to students in residence halls is also prohibited. Also, nothing is allowed to be distributed during any previously scheduled event on campus without proper approval. Absolutely nothing will be allowed to be distributed within the boundaries of a zero-waste event.

Distribution or Solicitation by Non-University Parties
Non-University parties are limited to solicitation or distribution to public walkways and streets. Groups should not be harassing or obstructing passersby in any way. Groups cannot be on University property. Groups cannot place literature on cars parked on University property. Groups not adhering to the above regulations will be reported to University Police.
Vending/Tabling for Non-University Parties on Campus:

Daily vending/tabling is allowed in the Mayer Campus Center. Groups must reserve vending space through the Office for Campus Life. There is a daily cost for vending. Vendors must adhere to all vending regulations and the University reserves the right to not allow a specific vendor.

Tabling Around Campus

**Mayer Campus Center:** Table space may be reserved in the lobby of the Campus Center through the R25 reservation system Monday - Friday. There are five spaces available in the lobby of the Campus Center that can be reserved. One of these spaces is usually booked with a vendor and the remaining three are available for student organizations to reserve. A limited number of tables and chairs are available for the use of Tufts organizations. These are usually available only between 9:00 a.m. and 5:00 p.m., except by prior arrangements with the OCL. Groups must report to OCL at the start of their tabling. **Failure to return tables and chairs may result in loss of the privilege to table in the Campus Center lobby in the future. Tables are not allowed to be taken outside.** Tables must be staffed at all times. The OCL reserves the right to limit the number of days an individual group may reserve a table.

**Dining Halls:** Permission for the specific dining hall must be obtained in writing from the dining hall manager.

**Residence Halls:** Permission for the specific residence hall must be obtained from the Office of Residence Life & Learning. Only lounges may be used for these purposes. No solicitations, vending, or distribution of any type is permitted on a door-to-door basis in the residence halls. Judicial charges may result from violations of this policy.

**Athletic fields and other outdoor areas:** Vending, solicitation, or distribution may be conducted in certain outdoor areas and will be approved on a case-by-case basis. A Tufts Vendor Application should be submitted to the OCL. During periods when there are large numbers of guests on campus (for example, Orientation, Parents’ Weekend, Homecoming, Spring Fling, Commencement) all vending, solicitation, and distribution are strictly monitored and most requests are denied.

**Off-campus organizations sponsored by Tufts organizations and departments:** Departments and student organizations must apply to have representatives of off-campus organizations at tables for purposes of vending (including ticket sales, bake sales, etc.), solicitation, or distribution. Organizations may sponsor an outside non-commercial