

TUFTS UNIVERSITY POLICY ON POSTING/ADVERTISING

General Guidelines for Student Organizations and Departments:

- ◆ 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 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. All University bulletin boards and posting areas will be cleaned by Facilities once a week, usually by Monday morning
- ◆ 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, etc.
- ◆ **General Rule: If you do not see another posting in the area where you want to post, it is probably not an approved area.**
- ◆ No more than (6) six total flyers (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)

Authorized/Unauthorized Locations:

- ◆ Postings are only allowed on designated bulletin boards around campus and in buildings as well as on the walls of the Campus Center breezeway between the Bookstore and the Campus Center and the walls along the Tisch Library steps.
- ◆ Postings are not permitted on building walls, exterior or interior. Use designated bulletin boards only.
- ◆ Postings are not allowed on any entrance/exit/hallway doors of any campus building.
- ◆ Postings are not allowed on fences, trees, patios, pavement, sidewalks, steps, handrails, light posts, street signs, or trash cans.
- ◆ Postings are not allowed on bus stops or Tufts 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 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 without prior approval.

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

- ◆ Following a warning, a student organization may be subject to a fine or loss of student organization privileges for repeat violations.

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.

Residence Hall Specific Posting Policy: visit <http://ase.tufts.edu/reslife/policies/poster.asp> for the policy on posting in Residence Halls.