

William Paterson University of New Jersey
Office of Campus Activities, Service & Leadership

STUDENT CENTER POSTING POLICY

It is the responsibility of each club, organization, or group to properly publicize its events. The Office of Campus Activities, Service & Leadership (CASL) must stamp all promotional materials publicizing events or activities sponsored by student organizations, offices, or departments that are posted in the Student Center. The purpose of this policy is to treat all groups equally, eliminate waste, and keep all bulletin boards current.

- A. Materials to be posted must be stamped by the CASL Office at least 24 hours prior to posting. All materials are stamped and initialed by a professional staff member.
- B. Each group is permitted to place one item per event on each bulletin board. The size may not exceed 18" x 24" unless authorized by CASL.
- C. Posting of flyers, leaflets, signs and all other promotional materials is limited to designated boards. Only the use of thumbtacks or pushpins is permitted.
- D. Materials are not permitted on reserved departmental bulletin boards or anywhere on the exterior of buildings, including cars and trees.
- E. Materials will be stamped for a maximum of two (2) weeks through the day of the activity.
- F. Notices are to be removed by the group immediately after the event.
- G. Materials with any reference to alcoholic events or establishments will not be approved for posting. The policy reinforces the college policy of prohibiting the advertisement of alcoholic events. (Please see the Student Handbook for more information).
- H. All Student Government Association sponsored clubs and organizations including SAPB and Greek Senate events must be approved by a CASL Advisor.
- I. Posting of notices over other authorized notices is prohibited and will result in removal of unauthorized posting. Posting materials, which do not bear the proper authorization, will be subject to removal.

Failure to comply with the posting policy may result in suspension of posting privileges.

- J. Advertisements by outside agencies may only be posted in the appropriately designated location within the Student Center, and shall be handled through the Information Desk. Outside Organizations are limited to one flyer which must be posted on a bulletin board within the Student Center.
- K. Students, faculty and staff are asked to consider the diverse values, opinions and beliefs of the University community and prepare their materials with sensitivity toward that diversity.
- L. Statements contained in stamped posting materials do not necessarily reflect the opinions of CASL, the Student Center, or the University.