

## **Mansfield University Outdoor Posting Guidelines 5/7/2013**

**These guidelines are designed to provide optimal promotional opportunities for events on campus. Posters and postings should be prepared, displayed, and removed in accordance with these guidelines. Doing so will ensure effective campus postings that reduce waste, restrict unauthorized publicity, and encourage safety and campus attractiveness.**

Materials not in compliance with these guidelines will be removed without notification. The following are in effect for all outdoor areas of all campus.

### **A. Content**

- Postings that violate the Code of Student Rights, Responsibilities, and Conduct are not permitted.
- Activities prohibited by university regulations, local, state or federal laws may not be publicized.
- All materials shall include the name of the sponsor, the location, as well as the specific date and time for the activity.

### **B. Placement of Materials**

- Publicity must be placed within the boundaries of the appropriate bulletin boards or display cases. Postings on doors, windows or walls are prohibited (see the below list of prohibited posting surfaces and distribution areas). Existing signs may not be covered, moved, or removed (unless expired) when posting new signs.
- Only one poster per activity may be placed within the boundaries of a designated posting area.

### **C. Prohibited Posting Surfaces and Distribution Areas**

- Windows/Glass doors
- Ground, paths, walkways, and construction fences
- Glass, wood, painted, or finished surfaces, which includes exterior walls of all buildings and structures
- Trash cans, benches, trees, shrubbery, and landscaping
- Fixed poles, traffic control devices, guideposts, signposts, campus directional signs, historical markers
- On automobiles
- Entrances to buildings
- Surfaces of campus-approved artwork
- Exterior building surfaces

D. **Administration of Posting Guidelines**

- The administration of these guidelines shall be the responsibility of the Office of the Dean of the Students. Those using university posting space and individual building administrators should contact this office with questions related to these guidelines. (570-404-4342)

E. **Sanctions**

- Students or student groups who do not comply with these guidelines or who, without authorization, remove current materials placed by other individuals or groups may be denied access to the campus for posting of materials and may be subject to disciplinary action.

F. **Outdoor signs**

- Temporary directional signs are for directional purposes only. They may be posted no more than 12 hours prior to an event and must be removed within 12 hours after the event for which they were intended.
- Yard signs/banners/etc. may not be up longer than one week

G. **Exceptions**

- Campus groups may propose sidewalk messaging to the Dean of Students for approval. This leaves open the use of chalk or a washable, environmentally friendly paint.
- Self-adhesive stickers are prohibited. Decals must be approved.