



University of
New Haven

Policies and Procedures

Policy Title: Posting Policy

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Responsible Office: Office of Facilities
Responsible Official: Chief Facilities Officer - Associate Vice President of Facilities

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Scope

- A. This policy applies to all University members and non-affiliated individuals or organizations using University facilities or grounds.
- B. Construction/safety postings distributed by the Office of Facilities and/or Public Safety are exempt from this policy.

Policy Statement

This policy delineates the standard procedures and policies regarding posting materials. The university community may publicize events or causes online or in designated areas on campus through several methods. This policy delineates the standard procedures and policies regarding all posting materials. Members wishing to post on social media platforms should review the University Social Media Policy available on MyCharger.

The posting of any information or advertisement and distribution of posted materials is governed not only by this policy, but by all other applicable University policies and procedures.

Reason for the Policy

The purpose of this policy is to manage the physical posting and advertising of materials on campus which will prevent littering and defacing of University property and reduce unnecessary expenditures of University resources used to repair and/or replace damaged property.

The University's Freedom of Expression Statement states, the University may restrict expression that violates the law, that targets a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University of New Haven.

3031.1 Postings and Removal

Affiliated Posting Requirements:

Postings include, but are not limited to posters, flyers, yard signs, table tents, electronic communications, napkin holders, chalking, window clings and promotional materials.

- i. All faculty, staff, students, and Recognized Student Organizations postings must first be stamped and/or approved by the Center for Student Engagement, Leadership and Orientation prior to copying and posting.
 - a. All event postings must have the following statement for approval:
Individuals with disabilities are encouraged to attend University of New Haven sponsored events. If you require reasonable accommodation to participate in this event, please contact the sponsoring organization or department.
- ii. Postings must adhere to the [Event Accessibility & Reasonable Accommodation Policy](#). Those responsible for postings should utilize resources to ensure postings are accessible to the University community, such as the [How to Create Accessible Digital Media and Documents Guide](#).
- iii. Members wishing to post on social media platforms should review the University Social Media Policy available on MyCharger.

Prohibited Postings:

- i. Postings must adhere to approved posting locations and may only be placed on specific bulletin boards. Flyers posted in alternative or unapproved locations will be removed promptly. The sponsoring group will be notified of the violation.
 - a. Postings are prohibited from attachment on any University or city signs, lamp posts, trees, buildings, walls, doors, fences, elevators, vehicles, or any location where the posting may impair safety or cause damage to University property (see Approved Locations).
 - b. Postings which may be placed or created within University windows will require approval from the Center of Student Engagement, Leadership, and Orientation, or the Events Steering Committee and the Facilities Management. Decals,

- stickers and tape are prohibited.
- c. Postings such as chalking, and yard signs are not permitted in areas that are not approved by the Center for Student Engagement, Leadership and Orientation.
 - ii. Private individuals will not be permitted to engage in postings, to include posters, flyers, promotional materials, and other forms of public announcement on campus or in any campus publication. Further, all postings must include the staff, faculty, or RSO responsible for the post. Anonymous postings are prohibited.
 - iii. External vendors or advertisements are prohibited from postings within the University's Residential Buildings.
 - iv. Material from other Universities and College admission offices are prohibited and will be removed from all posting areas.
 - v. Recognized student organizations may not advertise private parties in on-campus postings or in any campus publication.
 - vi. Materials which reference or contain logos promoting the sale or consumption of alcohol are prohibited on campus and in any campus publication.
 - vii. Materials containing references to violence or weapons, including guns and knives, are prohibited on campus and in any campus publication. Recognized Student Organizations, for example the Archery Club, may use images in their postings that directly relate to the organization's events and mission.
 - viii. Materials containing nudity, offensive and/or inappropriate language and/or graphics are prohibited. Prohibited language/graphics may include, but are not limited to, slurs, foul language, disparaging language regarding identity groups, genuine threats, impersonation of the University or another group, or the like.
 - ix. Materials and/or flyers may not be distributed or posted on vehicles in University parking lots.

External or Unaffiliated Posting Requirements:

Postings produced by individuals or organizations unaffiliated with the University will only be permitted when co-sponsored by a University affiliated entity in designated areas and must adhere to the requirements established within this policy. Unauthorized postings by outside entities found on University property are subject to removal.

- i. Unaffiliated individuals or organizations seeking to post materials on the University's campus or facilities must get approval by the Dean of Students Office.
- ii. Unaffiliated postings must comply with the University's Policy on Sales & Solicitation, as provided in the [Student Handbook](#).
- iii. Unrecognized student organizations are not allowed to host programs, advertise, or recruit on University property. This includes (but is not limited to): co-hosting or cosponsoring programs with a Recognized Student Organization, using Recognized Student Organizations to hold

events, using funding from a Recognized Student Organization or University affiliation. Recognized Student Organizations who allow the use of their name/organization to host events for unrecognized groups will be subject to sanctions, including the possible loss of recognition and funding. Please review the [RSO & Advisor Handbook](#) as published by CSELO.

Banner & Signage Requirements:

Banners and signage will only be permitted from University affiliated staff, faculty, or Recognized Student Organizations on campus. Banners and signage will be permitted to advertise an approved University event, campaign, or group. Banners and signage must be included within a registered event on the [New Facilities Work Order System - myCharger](#) or through email approval with the Facilities Operations Office. Recognized Student Organization (RSO) banner and signage content must be approved by the Center for Student Engagement, Leadership and Orientation prior to posting.

- i. Banners may not be hung over windows and doors, or on any university signs.
- ii. Banners may not overlap existing signage or banners belonging to other groups.
- iii. A maximum of one six-foot banner per affiliated individual or organization may be posted at any time.
- iv. Banners and signage must be removed within twenty-four hours of the event's conclusion.
- v. Banners which reference campaigns or other University information may only be posted for two weeks and must be removed promptly at the conclusion of the fifteenth day.
- vi. Refer to the section below regarding approved and permissible locations. Advance approval for alternate campus locations must be obtained from the Center of Student Engagement Leadership and Orientation.
- vii. Banners and/or signage in outdoor areas (including those staked on the Maxcy Quad etc.) must be approved by the Center for Student Engagement Leadership and Orientation prior to their placement.
- viii. Yard signs promoting campus events are only permitted on grassy areas on campus with a maximum of 10-yard signs per event.

3031.2 Affixing

Under no circumstances may postings be affixed on University or city signs, lamp posts, trees, buildings, walls, doors, bathroom stalls, fences, elevators, vehicles or any location where the posting may impair safety or cause damage to University property (see Approved Locations 3031.3).

Decals, stickers and tape are prohibited. Additionally, no duct tape or other method of permanent or semi-permanent adhesion that may cause damage to University property may be used. Use only tacks on bulletin boards and painter's tape on non-tackable boards.

3031.3 Approved Locations

Approved locations for postings on university property are listed below:

Location	Floor	Type	Number	Specifics
Bartels Campus Center	1	Bulletin Board	3	Bulletin Board on stairwell
		Windows		Major special events may be advertised on the windows of this building using approved washable paint with prior permission from CSELO.
Dodd's Hall	2	Bulletin Board	2	
Kaplan Hall	2	Bulletin Board	2	
Maxcy Hall	1	Bulletin Board	2	
	2	Bulletin Board	1	
Residential Halls		Bulletin Board	75	Approved stamped copies of flyers can be delivered to the Office of Residential Life located on the first floor of Bixler Hall for distribution during the academic year.
Location		Type	Number	Specifics
Maxcy Quad		Yard Signs	5	
Residential Quad		Yard Signs	5	

Academic and Staff Departments must maintain their Bulletin Boards in accordance with these policy guidelines.

3031.4 Fostering a Welcoming & Inclusive Campus Environment

The University will uphold this Posting Policy, in which flyers may be “stamped” to indicate that they have been created by a recognized student organization or an academic or administrative department.

The University of New Haven does not endorse or approve the content contained in flyers created for posting. The University reviews flyers to be posted to ensure they are consistent with the above policies, procedures, and protocols, and with the University's [Freedom of Expression Statement](#), which protects expressive statements.

As a community, we must recognize that words and actions have consequences as we respect the shared rights of all to express their views. The University of New Haven stands with all students, faculty, and staff and is committed to protecting and ensuring their safety and well-being.

3031.5 Violations and Enforcement

Failure to adhere to this Posting Policy may result in disciplinary action under applicable University of New Haven Student or Employee Handbooks, and/or

applicable civil statutes. Violations of the above policy will be communicated via University email with an initial warning and review of the policy. An additional offense will result in loss of privileges for a minimum of one month, and a third offense will result in the loss of posting privileges for one academic semester. The University retains the authority to take additional action as stated within applicable policies which may include, but is not limited to, restitution for any damage that occurs due to improper posting.

All community members are encouraged to report postings which may violate the law, target a specific individual and constitute a genuine threat or harassment, or unjustifiably invade substantial privacy or confidentiality interests. Reports may be made directly to University Police or the Dean of Students Office. Reports may also be made via LiveSafe App or [Report It! Form](#).

All other concerns about postings, including complaints about alteration, vandalism, or unauthorized removal of approved postings, should be directed to the Center for Student Engagement, Leadership and Orientation and/or the Dean of Students' Office.

Enforcement of this policy will be managed by the Center for Student Engagement, Leadership and Orientation, Facilities Management Office, and Dean of Students Office.