Posting Eligibility

A student or recognized student organization, chartered student organization, faculty, staff or other university organization or university unit (bookstore, cafeteria) may publicly post an approved sign on University property only at an approved location if the posting is consistent with this policy. A sign includes billboards, decals, notices, placards, posters and any kind of hand-held sign; and posting is defined as any means used for displaying a sign.

CITI, ALP, MBA, and the Career Center for purposes of the Career Fair, are exempt from this policy.

All postings made by outside entities must first obtain permission from the Student Life Office prior to posting. The University reserves the right to deny the posting of any material by outside or unaffiliated groups of UConn-Stamford. The only location that may be used to post material by outside entities is the General Posting Board in the main hall dissecting the first floor of the building. All other posting locations are reserved for university persons, units, and organizations only.

Posting Authorization

All materials to be posted/displayed in approved locations by students and recognized student organizations must be approved for posting and stamped by the Student Life Office. The stamp indicates review of the party requesting permission to post notices and does not indicate an endorsement of content. The Student Life Office reserves the right to deny any postings that are not in compliance with this policy. In most cases, posting is restricted to the promotion of campus-related activities. The posting should display the time, date, location and sponsor of the event. Advertisement of off-campus functions will not be authorized unless the event is sponsored by a registered student organization or a University Department. Posting is limited to 30 days unless extension is granted by the Student Life Office. Materials promoting an event or activity must be removed by the sponsoring individual/organization at the conclusion of the stamped expiration date.

Disclaimer

UConn-Stamford disclaims all responsibility for the contents of posters, handbills, flyers, or other written material posted at the University. Students, faculty, staff and administrators must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws.
Approved Methods of Posting

A. **Size.** Materials to be posted may not be larger than 17 x 28 inches. Banners may not be larger than 4 x 12 feet for all locations except for the third floor railing of the University Parking Structure and the Center Wall in the Rich Concourse. Sizes of postings for these locations will need to be negotiated with the Student Life.

B. **Number of Allowable Materials.** Posted materials are limited to one item per activity per posting location. A limit of 25 items may be approved for posting per week. Banners are limited to one per location.

C. **Identification of Sponsoring Individual/Organization.** The name of the sponsoring individual/organization must be stated prominently on the front of all items to be posted. Individuals/organizations must also provide a phone number and/or e-mail address.

D. **Non-permissible Signs.** Materials to be posted may not:
   1. glorify, edify, or support the misuse and/or abuse of alcohol and illegal drugs;
   2. display trademarks and/or brand names of alcoholic or illegal drug products;
   3. contain material that is inconsistent with community standards, obscene, vulgar, Libelous, or slanderous;
   4. contain material directed to incite or produce imminent lawless action and likely to incite or produce such action

E. **Translation.** Materials submitted containing non-English language must provide an English translation before approval. The name of the sponsoring organization must appear in English along with contact information.

F. **Responsibility for Damages.** An individual/organization that posts material in such a manner that damages University property financially responsible for the damage.

G. **Enforcement.** The Student Life Office is responsible for enforcing the Posting Policies as they pertain to approved locations. Campus departments and other University organizations/units are expected to comply with the Posting Policy.

H. **Adhesive.** Only Clear Removable Mounting Squares may be used to attach postings to approved posting spaces. Masking tape, thumb tacks, push pins, staples, doubled-sided tape, and scotch tape are not allowed for use as an adhesive. (Excluding the General Posting Board in the main hall dissecting the first floor.) Push Pins, thumb tacks, and staples may be used to attach materials to this board.

Approved Areas for Posting

- Center wall on east end of the Rich Concourse (all sides)
- Above the glass along the fascia in the front of the Rich Concourse (banners only)
- Above drinking fountains
- General Bulletin Board in the main hall dissecting the 1st floor
• Below Planter at the main entrance on the west side of building. (This area is not guaranteed. Approval may be denied by the Student Life Office)
• From cross bridge in the light spin. (This area is not guaranteed. Approval may be denied by the Student Life Office)
• Posting boards in the Game Room
• Posting boards in the student lounges
• Various glass enclosed departmental boards (must obtain approval from individual departments)
• Sidewalks along Franklin Street which adjoin the building. (chalk art must submit sketch of art work for approval)
• White Posting Stands located wound campus are to be used for general announcements
• Blue Posting Stands located around the campus are to be used for way finding materials only
• Table tents will be allowed on tables in the Rich Concourse. One tent per table per event only.
• Sandwich boards may be used outside of the building.

Prohibited Areas for Posting

• On the exterior surfaces of any University buildings or on lamp posts, garbage cans, trees, benches, etc. on campus
• On any window or door
• On any painted wood or wall covering surface inside buildings (excluding areas above water fountains)
• On any glass surface or framework
• Inside restrooms
• Inside elevators
• On any light fixture
• Inside classrooms (bulletin boards in classrooms are for academic use)
• On parked vehicles on University property
• On or in permanent or temporary art galleries
• Covering or touching any university lettering on walls or glass
• On circular posts in the Concourse
• In Whitey Heist Park on the east side of Franklin Street
• On stairwell walls or railings

Areas for Individual Student-Placed Notices

The following bulletin boards are reserved for student-placed notices only and are identified as open bulletin boards. Notices advertising for sale, tutoring, car pools, etc. are permitted on these bulletin boards and do not need to be authorized or stamped by the Student Life Office. Only one posting per bulletin board permitted.
• General Bulletin Boards located on south and west side of the first floor hall dissecting the building
• Bulletin boards located inside the Game Room

**Posting in Glass-Enclosed Boards**

Permission for displaying authorized posters inside glass-enclosed bulletin boards must be obtained from the office or department to which the board has been assigned. Do not post on outside of departmental boards without prior permission.

**Posting Removal**

Registered student organizations and University departments are responsible for removing their posted notices at the conclusion of the stamped expiration date. Violators of this policy will be given one warning by the Student Life Office. Further violations may result in suspension of posting privileges.

Note: Building will be periodically inspected. Postings found in violation of this policy will be removed and discarded.

**Removal**

On the last business day of each week posting areas will be cleared of outdated and unapproved items. In addition, any materials found in violation of the posting policy may be removed at any time by any student, faculty, or staff, and submitted to the Student Life Office for appropriate action.