

Marquette University

University Posting Policy

The promotion of University events and activities is supported through a general University posting policy. The first priority for postings on campus will be for University and recognized student organization events and activities.

In the spirit of Marquette University's mission as a private university, off-campus, commercial groups and other advertising posting is limited to several locations on campus. All advertising and publicity that contravenes the moral teachings of the Catholic faith or is contrary to Marquette's Jesuit mission and philosophy will not be approved.

All postings on campus must bear a stamped approval from the appropriate authority as listed below. Bulletin boards intended for general University posting will be identified by a placard affixed in the upper left corner of the bulletin board. Permission to post on any bulletin board not bearing the proper sign must be obtained from the controlling department(s) and is limited to approval of materials of University departments, units and recognized student organizations. Chalking of sidewalks shall also be considered postings and shall follow the policy as identified in this policy.

Authority for Approving Postings to Bulletin Boards on Campus:

The following applies:

- **Recognized student organizations** receive approval to post materials on general posting boards through the Office of Student Development, Room 121.
- **University departments and units** receive University wide posting approval to post on general University boards through the Alumni Memorial Union, Room 245.
- **Off campus, commercial and other advertising** are reviewed for University wide posting approval through the Alumni Memorial Union, Room 245. One board is available on first floor of the AMU for these postings. Occasionally, when the interest to the Marquette community would be great, notices from either commercial and/or from other universities may be posted campus wide, if authorized.

Approved Posting Locations on Campus:

- **General university posting boards** will be identified by a placard affixed in the upper left corner of the bulletin board.

- **College and departments bulletin boards** shall be designated by a placard. Approval for posting to these boards will be designated on the placard.
- **Residence Halls and University Apartments** postings must be approved through the Office of Residence Life (see At Marquette handbook and Student Organization Handbook, procedures for posting in residence halls).

The following applies to all postings:

Content

- The full name of the sponsoring group (no acronyms)
- The time, date, and place of the event
- A contact number or email for more information
- Any fees, costs to participate, entrance requirements, etc.
- No posters will be approved advertising or implying the sale of use of alcoholic beverages

Submission

Recognized student organizations guidelines for timing of submitting and other details are found in the Student Organizations Handbook located on the Office of Student Development website.

University Departments and units may submit postings for stamped approval either prior to printing or after printing during regular business hours in AMU 245, Monday-Friday from 8 am -5:30 pm. Allow 24 hours for approval and stamping of the posting.

Posting

- One (1) poster per activity is allowed on bulletin boards. Appropriate approval is necessary from the authority as listed on the bulletin board placard.
- Only posters 11 x 17 inches or smaller are permitted. Special consideration for special events that may require larger posters will be considered. See authority for specific bulletin boards.
- Posters for Milwaukee, State and Federal elections must conform to the stated posting requirements, including recognized student organization sponsorship (see At Marquette student handbook and Student Organization Handbook: Sponsorship of Political Activities).
- No posters are to be affixed to trees, windows, doors, walls, buildings, posts, fences, bus shelters, or any campus areas other than bulletin boards. Do not place flyers on car windshields or vehicles parked on campus. The cost of removal will be assessed against the posting organizations violating this clause.
- Organizations posting materials are responsible for the prompt removal, on the day following the event, of all out-dated posters advertising their events.

- Complete removal of all posters on bulletin boards will occur at these times:
 - Fall and spring semester mid-terms and end of semester
 - Week before fall semester begins

Authority for Approving Chalking Postings on Campus:

Any organization or department wishing to chalk sidewalks and walkways must receive approval from the appropriate authority at least three working days prior to the proposed date of chalking.

Appropriate Authority for Chalking Approvals:

- Student organizations must submit a written copy of the proposed chalking message for approval to the Office of Student Development. Student organizations shall follow the guidelines as printed in *At Marquette* and *Student Organization handbook*
- University departments must submit a written copy of the proposed chalking message for approval to the Alumni Memorial Union, AMU 245.

The following applies to all chalking on campus:

- No chalking is allowed on the sidewalk between the AMU and the parking structure on 16th street
- Do not chalk within 50 feet of any door
- Do not chalk under any overhang (as it takes a very long time to wear away)
- Alternate sidewalk blocks, so you are not chalking on every one
- Chalking on buildings or walls is strictly prohibited as they are very difficult to clean

Resources:

Additional information is provided in the following campus resources:
At Marquette – student handbook
Student Organization Handbook – Office of Student Development