



LOYOLA UNIVERSITY MARYLAND

— 1852 —

POSTING POLICY

DIVISION WITH PRIMARY RESPONSIBILITY: Student Development
OFFICE FOR ENSURING COMPLIANCE: Student Activities, Event Services
CONTACT OFFICE: Student Activities, studentactivities@loyola.edu
EFFECTIVE DATE:
REVISION HISTORY: N/A
SCHEDULED FOR REVIEW: Annually

POLICY SUMMARY

This Posting Policy provides requirements for all signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays, and outdoor displays posted on Loyola University Maryland's property.

REASON FOR POLICY

The purpose of this policy is to provide students, employees, and non-employees with specific guidelines covering the University's posting requirements. Students, student organizations, faculty, staff and departments commonly post signs in designated locations as a means of informing the University community of events they are sponsoring. The University allows these practices within regulations designed to reasonably govern the time, place and manner for the protection of the students, University property, and the appearance of its campuses. Official signage of Loyola University Maryland, building designations, regulatory and traffic control, directional signage, etc., are not governed by this policy.

STATEMENT OF POLICY

A. REQUIREMENTS

1. All signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays, and outdoor displays for student clubs and organizations must be approved by the Office of Student Activities. See Section B.
2. All signs must contain the name of the sponsoring organization, the date, time and location of the event.
3. All freestanding signs, indoor displays, and outdoor displays must have a sign that denotes the sponsoring organization.
4. Materials promoting the use of alcohol or other controlled substances, including activities at bars/clubs where alcohol is served, are prohibited.
5. All signs and displays must be in line with the Jesuit, Catholic mission of Loyola University Maryland.

6. All signs and displays must be in compliance with all existing Loyola University Maryland policies.

B. APPROVAL

1. Signs

- a) All signs, notices, flyers, posters, banners, and table tents for student clubs and organizations must be approved by the Office of Student Activities and stamped with the date the item is approved before any materials can be posted. It is suggested that the original copy of all items be submitted for approval before photocopies are made.
- b) All materials prepared and printed by the Office of Creative Services at Loyola and containing the Loyola University Maryland logo, are not required to be stamped for posting.
- c) Hand flyers for student clubs and organizations may be passed out on campus by members of a Loyola organization only with prior approval from the Office of Student Activities.
- d) Materials to be displayed in the residence halls must also be approved by the Office of Student Life.
- e) Materials to be displayed on tables inside of any Dining Services location must also be approved by Dining Services.

2. Digital Signage

- a) All digital signage must be sent to digitalsignage@loyola.edu for approval and posting.
- b) Digital Signage is encouraged in order to support University sustainability initiatives and maximize effectiveness.
- c) Digital Signage to be displayed in the residence halls must also be approved by the Office of Student Life.

3. Freestanding Signs, Indoor Displays, Outdoor Displays, and Chalking (for academic purposes only)

- a) Any freestanding sign, indoor display, and outdoor display for student clubs and organizations must be approved by the Director of Student Activities and scheduled through Event Services. If permission is not granted, an appeal may be made to the Office of Student Development.
- b) Any freestanding sign, indoor display, or outdoor display for other campus groups must be scheduled through Event Services.
- c) Chalking is for academic purposes only and must be scheduled two weeks in advance through Events Services.
- d) All requests must include a detailed description of the sponsoring campus organization, the purpose of the display, and the display's physical appearance including the dimensions, and the time frame of the display.
- e) All displays for student clubs and organizations must be registered in the Office of Student activities by using the Event/Facility Registration Form. Forms must be submitted to the Office of Student Activities at least two weeks prior to the beginning of the display.

- f) Specific informational signs or disclaimers may be required as part of the display by the Office of Student Activities.
- g) Helium balloons are prohibited in Boulder Atrium and McGuire Atrium for fire safety purposes.

4. Other

- a) Paints, and markers are prohibited on any surface.
- b) The only exceptions are the Fine Arts Department (McManus Lobby Window) and walls covered with white board paint where dry erase markers are available.

C. TIME, PLACE AND MANNER REGULATIONS

1. Signs

- a) No sign, notice, flyer, or poster which advertises a single event may be posted for a period longer than two weeks.
- b) Materials may not be placed on glass, painted, wood, varnished, elevator surfaces, or exterior doors of any kind.
- c) Flyers, posters, and banners may not be placed on the ground. Items on floors and walkways pose a safety hazard.
- d) Materials may not be placed in any one area in excessive numbers and may not cover other signs.
- e) The use of Duct, Scotch, or Masking Tape, glue, and paste is strictly prohibited. Painters tape (blue and green) are the only materials allowed to attach signs, unless using push-pins to post on appropriate bulletin boards.

2. Freestanding Signs, Indoor Displays, and Outdoor Displays

- a) All freestanding signs, indoor displays, and outdoor displays will be confined to designated areas:
 - i. Indoor—Boulder Atrium.
 - ii. Outdoor—Maryland Hall Circle.
- b) All freestanding signs, indoor displays, and outdoor displays must be self-supporting (i.e. no part of the display can be inserted into the ground).
- c) No freestanding signs, indoor displays, and outdoor displays can be displayed for more than 48 hours (two days). Loyola reserves the right to limit the duration of any display.

3. Restricted Posting Areas

- a) DeChiaro Art Gallery hallway.
- a) Materials may not be placed on glass, painted, wood, varnished, elevator surfaces, flooring, paved walkways, or exterior doors of any kind.
- b) Materials may not be placed on exterior light posts or railings.

D. REMOVAL

- a) It is the responsibility of the sponsoring organization to remove all materials. Recycling is strongly encouraged.
- b) Maliciously destroying/defacing others' publicity will result in either administrative or disciplinary action.

E. NON-COMPLIANCE

- a) Any materials in violation of the policies will be removed and recycled.
- b) Failure to comply with these guidelines by students or student organizations will result in administrative or disciplinary action.
- c) Failure to comply with these guidelines by Administrative and Academic departments will result in maintenance costs to repair damaged surfaces.

SPECIAL SITUATIONS/EXCEPTIONS

Exceptions to this Policy require written approval by a Vice President or his/her designee.

DEFINITIONS: None

CROSS-REFERENCED POLICIES AND PROCEDURES:

- Facilities Use Policy