

Posting Policy

Members of the University community may publicize their events or causes in designated areas on campus through several methods (see Special Mention section for information on chalking, leaflets, online calendars and table tents). The form and content of the publicity will not be restricted, unless it violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades substantial privacy or confidentiality interests, or is otherwise directly incompatible with the functioning of the University. Additionally, event advertising may not include any suggestion of the availability of alcohol. All postings outside the designated areas of Reynolds Club must state clearly the name of the University organization or department responsible for the posting, and if applicable, event date, time and location. Postings should not cover current postings belonging to other organizations or individuals. Posters and flyers should be affixed to designated areas using adhesives or tacks that are easily removed and that do not damage surfaces. The use of glue, packing tape, duct tape or nails is prohibited. Facilities Services regularly clears off designated posting areas around campus.

Violation of the Posting Policy may result in a range of consequences including the removal of postings by University staff, a fine or disciplinary action against the student group or individual student. Violation of the policy by individuals not affiliated with the University may result in criminal charges and/or a no-trespass warning. A member of the University community who believes that a particular posting on campus violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, or unjustifiably invades substantial privacy or confidentiality interests should contact UCPD (773-702-8181). Other questions or concerns about postings, including complaints about alteration, vandalism or unauthorized removal of current postings, should be directed to the Center for Leadership and Involvement (RC 001, 773-702-8787).

Anonymous Posting

Anonymous postings that appear under a pseudonym or that do not include clear and unambiguous identifying information about the group or person responsible for them are allowed in designated areas in the Reynolds Club only. These postings must be dated and will be removed one week after posting. Anonymous postings must also adhere to all other guidelines described in this policy. Due to space constraints, anonymous postings must be placed only on designated bulletin boards and may not exceed one posting per event or cause.

Posting by Outside Organizations

Postings produced by individuals or organizations unaffiliated with the University are permitted in designated areas in the Reynolds Club only and must adhere to all of the rules described in this policy. Unauthorized postings by outside entities found on University property outside the Reynolds Club are subject to removal.

Banners

Only University groups may post banners on campus. Permissible locations include the Reynolds Club and on the walls and the main arches of Mitchell Tower. Banners may not be hung over windows and doors, or on woodwork.

Banners should not cover current banners belonging to other groups. A maximum of one six-foot banner per group may be posted at any time. Groups are responsible for removing banners within twenty-four hours of their event. All banners, including banners without event dates, must be removed after one week of posting the banner. Advance approval for banners in other campus locations must be obtained from the appropriate office or building management.

Banners and/or signs in outdoor areas (including those staked on the Main Quadrangles) are to be erected only by University departments or RSOs and the schedule of their display must be approved by the Center for Leadership and Involvement (RC 001, 773-702-8787).

Student Manual

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