

## Appendix E

### General Posting/Publicity Locations

1. Expectations.

Registered (see section 4 below) flyers, posters, advertisements may only be displayed in designated areas. Posting is not permitted on light/utility poles, street posts/signs, trash cans, doors, windows or on any landscaping including trees. Additionally, no flyers, business cards, or pamphlets may be left in common areas, including, but not limited to, lounges, restrooms, study spaces, and cafeterias.

2. Eligibility.

Only students, faculty, staff and registered student organizations can post on University Facilities. Commercial/unaffiliated posting by individuals or groups is prohibited.

3. Sponsorship/Contact Details.

Materials for posting must contain the name of the affiliated individual, organization or department responsible for the posting.

4. Required Registration.

Flyers for posting must be registered with and stamped by the Guest Services Desk at the Hendrix Student Center (contact information below). A sample of the material should be provided to the Hendrix Student Center Guest Services Desk or emailed to [reserve@clermson.edu](mailto:reserve@clermson.edu) in order to receive the stamp indicating the maximum time period for the posting. This stamp should be received PRIOR to making copies for posting.

Content of the flyer is not being reviewed. This registration is only in order to establish the expiration date of the flyer.

Location & Contact Information:	2 <sup>nd</sup> floor Hendrix Student Center reserve@clermson.edu 864-656-4636 (INFO)
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5. Dimensions & Timeframe.

Flyer for posting cannot exceed 11" x 17" and can be posted for a maximum of two weeks from the time of registration. Postings that have expired or do not comply with the requirements of this policy may be removed by University personnel.

6. Process.

After the registration stamp is received, it is the responsibility of the individual / group registering a flyer to post these materials in designated posting areas. No material should be placed over existing, approved materials. All postings must be hung with tacks; use of adhesive is not permitted.

7. Non-Compliance.

Individuals / organizations may be required to remove postings not in compliance with this policy. The cost of such removal may be billed to the sponsoring organization. Until the bill is paid, the sponsoring organization will not be permitted to make any additional postings.

8. Designated General Posting Boards.

There are bulletin boards available for general, registered posting in the Hendrix Student Center as well as many academic buildings as follows.

Brooks Center	1st floor near practice rooms / 2nd floor hallway
Flour Daniel	Atrium near graduate student lounge
Hendrix Student Center	2nd floor near desk / 2nd & 3rd near elevators
Kinard Lab	1st floor hallway
Lee Hall	Near Lee 2, 3, 150, 108
Lehotsky Hall	1st & 2nd Floor
Lowry Hall	Hallway & stairwells
Martin Hall	Section M, floors 1-4
Pooler Agricultural Center (P&A)	Ground & 1st floor atrium / 2nd floor south & north halls
Sirrine Hall	Main Stairwell / 1-3 floor lobby

9. Other Bulletin Boards.

Most other bulletin boards in buildings are reserved for specific department use. In order to put your materials on their boards, you must secure approval from the appropriate department representative. Content on the flyer is not being reviewed. This departmental approval is only in order to establish the expiration date of the flyer.

10. Housing.

In the Fall of 2024, Housing will transition away from posting flyers to an electronic solution. This document will be updated when details are finalized.

11. Banners.

Banners are not permitted on the Library Bridge.

Banners may be displayed on the 2<sup>nd</sup> floor atrium railing in the Hendrix Student Center. Banner must be approved at the Hendrix Student Center Guest Services Desk. The standard size of a banner can be a maximum of 30" tall x 42" wide. Banners will be posted on a first come, first serve basis and will only be posted for a time period of two weeks.

9. Yard Signs & A-Frames:

- a. Yard signs must be professionally made.
- b. Maximum of 10 yard signs per event.
- c. Signs may only be displayed the day of the event no earlier than 6:00AM and must be removed the next day no later than 8:00AM.
- d. May not be displayed in any of the following areas: Tillman Hall, Sikes, Military Heritage Plaza, the President's lawn, Calhoun Mansion, or any other part of the historic district.
- e. Events must be sponsored by a recognized student organization or University department.

10. Sidewalk Chalk. The use of sidewalk chalk or similar material on campus is not permitted. If used, the responsible party will be held responsible for the cost of cleaning which may include, but not be limited to, labor, supplies and equipment costs.

11. Vehicles. Placing flyers or handbills on motor vehicles parked on Clemson University property is prohibited.

For further information about the posting policy, please contact the Campus Reservations & Events guest services desk on the second floor of the Hendrix Student Center or call (864) 656-INFO (4636).