

## **UNIVERSITY POLICY ON ADVERTISING/POSTERING/CHALKING POSTER/FLYER REQUIREMENTS**

All advertising must bear the name of the sponsoring group(s) and a contact person and telephone number for more information. Advertising should be removed no later than two days following an event.

- ◆ Posters and flyers advertising events sponsored by TCU-recognized organizations, including all fraternities and sororities, may be posted on campus only in authorized areas.
- ◆ No more than **four** 8.5" x 11" flyers or one larger flyer may be posted in any one location, and posters should be attached with tacks or tape (glue and staples are not permitted).
- ◆ Organizations must not place their posters such that they obscure the posters of others.
- ◆ Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the Office of Student Activities and will be subject to a fine. All University bulletin boards and posting areas will be cleaned by Facilities once a week – usually Monday morning- at which point all posters will be removed, regardless of when they were put up.
- ◆ If inclement weather makes the appearance of the posters disreputable Facilities has it within their authority to remove the posters.

### **Authorized Posting Areas include:**

- Bulletin boards** in most campus buildings and in outdoor locations installed for this purpose.
- The walls along the Tisch Library steps.** Posters are not permitted on the walls located in or around plant beds, the walls around the chapel patio, and the walls around the library patio.
- The walls along the breezeway** between the Bookstore and the Mayer Campus Center. Posters are not permitted on the Bookstore or Campus Center doors, the walls facing Professor's Row or Talbot Avenue, and the walls around the Jumbo Express entrance.
- Space permitting, posters may be placed into the display cases outside the Mayer Campus Center, subject to the approval of the Assistant Director/Operations; please contact the Office of Student Activities for more information.

### **Unauthorized locations also include:**

- interior or exterior walls of all buildings and columns.
- walls in or along stairs (except for Library Steps)
- on fences, trees, pavement or sidewalks, the Memorial Steps, on stakes in the ground, on handrails, light posts, trash cans, and any glass surfaces.

All University bulletin boards and posting areas will be cleaned by Facilities once a week at which point all posters will be removed, regardless of when they were put up.

*Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the Office of Student Activities and may be subject to a fine.*

**Groups violating the poster policy will receive:**

**a warning after their 1st violation;**

**a \$50.00 fine after their 2nd violation;**

**a \$100.00 fine after their 3rd violation;**

**and after their 4th violation, the group will be fined \$150.00 and may suffer revocation of organizational privileges including the use of campus facilities.**

#### **OFF-CAMPUS ADVERTISING**

Off-campus advertising is only allowed with the permission of the Director of Student Activities. A copy of your advertising should be submitted to the Director of Student Activities for Student Activities records. Violations of the off-campus advertising policy may result in the cancellation of your event.

#### **CHALKING - IT'S NOT JUST FOR CHALKBOARDS ANYMORE!**

One of the reasons that the university permits the use of chalk is that it does not become a permanent part of the campus. Therefore, chalking is permissible in outdoor, public areas - **chalking is not permitted in areas inaccessible to rain, such as the walkway between the Campus Center and the Bookstore or any vertical surface**; and there is to be no use of materials other than water soluble chalk. When chalking, the following guidelines must be observed; failure to follow these guidelines will result in the errant organization being fined for clean-up costs:

- No chalking of any kind on Matriculation Day or Commencement Day.
- No chalking on vertical surfaces or in areas inaccessible to rain.
- No profanity or explicit sexual material.
- No defaming of groups or slurs because of sex, race, ethnic or religious identity or sexual orientation.

**Groups violating the chalking policy will receive a warning after their first violation; a \$50.00 fine after their second violation; a \$100.00 fine after their third violation; and after their fourth violation, the group will be fined \$150.00 and may suffer revocation of organizational privileges including the use of campus facilities.**

#### **MAYER CAMPUS CENTER POSTING POLICY**

- Posting is permitted on 4 designated bulletin boards in the Campus Center.
- No posting is permitted on doors, walls, windows, restroom stalls, etc.**
- There are 3 **Campus Events Boards** in the Campus Center: lower level across from Hotung Café, 1st floor next to information booth, southeast wall of the Commons on the stairway landing.
- Campus Events Boards are for advertising events and activities of student organizations and/or university departments only.
- For Sale/For Rent and Off-Campus Event posting should be done on the 2nd

Floor Board. There is one board in the Campus Center located on the 2nd floor at the top-left of the stairs

- Only one poster per event/offer is permitted on each board.
- Any poster placed on top of another will be removed and recycled.
- All boards will be cleared and posters recycled every **Sunday after 5 pm.**
- The name of the sponsoring group or department as well as a contact person and phone number for more information must appear on every poster.
- Poster content must conform to state law and university policies.
- Unrecognized, unregistered or commercial organizations are prohibited from posting without prior permission from the Office of Student Activities. OSA will stamp approved posters.

### **DISPLAY CASES**

There are two glass enclosed display cases located outside the Campus Center where student organizations or university departments may also post. Posting is limited by the space available within the display cases. Posters must bear the sponsor name and contact number. Posters are updated once a week. For details contact the Office of Student Activities, 7-3212.