

SAINT LOUIS UNIVERSITY
POSTING REGULATIONS
REV. 10/08/15

*Posting is ONLY allowed on **bulletin boards** that have NOT been reserved by another Chartered Student Organization or SLU Department and stamped approval by Student Involvement Center.*

Handbills or posters must NEVER be stapled or taped to ANY painted surface such as walls, chairs, tables, building doors, or stall doors, or anywhere other than an approved area (BULLETIN BOARDS ONLY) or we reserve the right to charge your department or group \$50.00

Posters & Displays:

- All posters **MUST** be approved and stamped by **STUDENT INVOLVEMENT CENTER**. All posters must be sponsored by a **SLU Chartered Student Organization or SLU Dept.**
- NO poster may be displayed for more than two weeks without the approval of the Student Involvement Center.
- NO group may have more than one poster at a time on a bulletin board, unless they are publicizing separate events.
- ALL publicity to be posted in residence halls **must be** given to the Department of Housing & Residence Life, DuBourg Hall Room 157. (About 115 copies)(12 if only in lobbies), RA's of each Hall and Apartments will put them up.
- NO indoor postings are allowed outside. (See Outdoor Postings)

• COOK BUSINESS SCHOOL REGULATIONS:

- All posters must be stamped by the Student Involvement Center.
- Go to the Cook Business School Undergrad Office, Room 130 if you want to post in this building and receive approval and locations for this building.

• PARKS COLLEGE REGULATIONS:

- All posters must be stamped by the Student Involvement Center.
- Go to Parks College, Dean's Office Room #1002 if you want to post in this building.

• BUSCH STUDENT CENTER:

- All posters must be stamped by Student Involvement Center.
- Take up to 7 copies of your approved poster to the BSC information desk on the second floor and they will post them for you.

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Handbills and Flyers

- Handbills and flyers must be approved by the Student Involvement Center.
- Handbills and flyers may NOT be placed on car windshields.
- In general, handbills and flyers may be distributed:
 - Outside, where traffic is NOT impeded.
 - Inside buildings and offices, ONLY at **reserved** distribution table's approval from the Student Involvement Center through SLUGroups.
- Individual SLU Department(s) or SLU Chartered group(s) MUST be identified as sponsoring on the handbill or flyer, and are solely responsible for their content. These should be stamped by the Student Involvement Center approval stamp.

Posting is ONLY allowed on bulletin boards that have NOT been reserved by another student organization or SLU Department.

Handbills or posters must NEVER be stapled or taped to ANY painted surface such as walls, chairs, tables, doors of buildings or stall doors, or anywhere other than an approved area (BULLETIN BOARDS ONLY) or we reserve the right to charge your department or group \$50.00.

Banners and Stake Signs

Banners posted in Quad (require 5 business days advanced approval)

- The Student Involvement Center will check the Google Calendar to see if it is free for the week the Student Org or Department wants it up.
- All banners must have an approval from the Student Involvement Center.
- Banners will be posted in week long intervals.(Monday-Monday), but not consecutive weeks per SLU Student Org or Department.
- The Student Org/Department will fill out a reservation form.

Stake Signs (for SLU Chartered Groups only)

- *To begin the process; go to MySLU and then SLUGroups submit an event request and put all information into the electronic form and the Student Involvement Center approves and sends back a certificate to the person that filled the form out and you would take/email this to Events to book your space and the event has to be at least 10 business days (this does not include weekends or holidays) from when you want to have the event. Please upload a sample of the stake sign.*
- All stake signs must have an outdoor approval stamp from Student Involvement Center.
- Stake signs may be posted no earlier than 3 days before the event.
- Signs must be placed 2 feet away from sidewalks.
- Please remove signs no later than 24 hours after the event
- All unauthorized and/or illegally posted stake signs will be removed immediately at the organization's expense.

Lawn Stake Sign Policy Guidelines
Saint Louis University
Updated: July 1, 2012

Stake Sign policy:

3.6.1.6 In order to maintain the beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there will be no posting of notices on trees, buildings, telephone poles on the campus or sidewalks. By special authorization of the Student Involvement Center and Facilities Services, posters may be displayed on the campus trash receptacles cans or by stake sign. Student organizations requesting approval to post flyers on the outdoor trash receptacles for a limited period of time (48 hours) must complete an Outdoor Posting Authorization form signed by representatives of the Student Involvement Center and Facilities Services.

Purpose of policy:

The purpose of this policy is to provide reasonable access to university property for the purpose of educational campus wide events through the use of temporary stake signs while maintaining the beauty of the campus for the university community and protecting landscaping and facilities.

Below are guidelines for using stake signs for educational purposes or directional purposes.

Stake Sign Guidelines

Guidelines for Educational Stake Signs:

At times, student organizations or departments may request to use stake signs as part of an educational campaign to the campus community. The use of stake signs are approved on a case-by-case basis and student organizations or departments wanting to use lawn stake signs must submit a Program Planning Form for Stake Signs and provide copies of the educational signs to the Student Involvement Center.

The use of lawn stakes to post educational materials is permissible as long as the stakes do not interfere with the normal operations of the campus or present a hazard.

Stake signs are permitted only on the grassy areas in The Quad from the Clock Tower to Hermann Stadium on the Frost Campus; on the walkways between Doisy College of Health Sciences and the School of Nursing on the Medical Center Campus. Other locations on campus are not approved for lawn stake signs. Stake signs must be positioned at least one foot away from walkways/pavements (to avoid underground pipes or sprinkler system).

Approved lawn-staked signs can only be posted for a period of one week (7 days) for educational purposes only. Stake signs are not permitted in planting beds and may be removed by the grounds crew as they maintain the campus.

Stake signs may remain in locations for one week only (Monday through Sunday). Stake signs will not be approved during the months of November through February. Requests outside of this time period may be made on a case by case basis.

Stake signs must be laminated and minimally at least 8 ½ " x 11 ". Stakes must be at least 3 feet high and no taller than 5 feet high, unless otherwise approved. Organizations/departments are responsible for all materials, including stakes, for the signs. Student organizations and departments' creative designs will be taken into consideration to allow for individual educational/promotional needs. Please consider use of Universal Design in font size and style.

Student Organizations and departments are responsible for distributing the signs once they are approved and removing them on Sunday by 3pm at the end of the 7 day period. If student organizations or departments fail to remove signs at the end of the 7 day period then they may lose the privilege of being approved in the future.

Signs may not be placed on trees, buildings, cars, traffic signs, walls, posts, trash cans, benches, light poles, artwork, and telephone poles on the campus or sidewalks.

You must identify your organization or sponsor on the printed stake signs.

Grounds and Facilities reserve the right to remove signage as part of their normal maintenance schedule, or if deemed harmful to the landscaping. Your signs may be removed/re-located due to placement in improper location, damage due to weather, or other circumstances deemed necessary by the university. University staff will attempt to save any signs that need to be removed and the student organization or department will be contacted.

Student organizations submit their request to use stake signs by following the Performance, Presentation and Speaker Policy by submitting an online Program Planning Form and attaching all educational materials that will be used on the stake signs. Departments submit their request to use stake signs by contacting the Student Involvement Center.

Guidelines for Directional Stake Signs:

Academic and administrative departments using stake signs for directional purposes do not need to require permission for temporary stake signs for directional purposes only for a 24 hour period or less. These temporary directional signs can be placed in other areas of the campus, outside of The Quad, to help direct foot traffic to a specific campus event. Student organizations submit their request to use stake signs by following the Performance, Presentation and Speaker Policy by submitting an online Program Planning Form and attaching all materials that will be used on the stake signs.

The use of lawn stakes to direct foot traffic is permissible as long as the stakes do not interfere with the normal operations of the campus or present a hazard.

Stake signs must be positioned at least one foot away from walkways/pavements (to avoid underground pipes or sprinkler system).

Stake signs must be laminated (unless professionally designed) and minimally at least 8 ½ " x 11 ". Stakes must be at least 3 feet high and no taller than 5 feet high, unless otherwise approved. Organizations/departments are responsible for all materials, including stakes, for the signs. Please consider use of Universal Design in font size and style.

Departments and student organizations are responsible for removing the signs in 24 hours or less. There are some events that are given permission to keep signs up for the duration of the event. (i.e. SLU 101, Welcome Week)

Signs may not be placed on trees, buildings, cars, traffic signs, walls, posts, trash cans, benches, light poles, artwork, and telephone poles on the campus or sidewalks.

Grounds and Facilities reserve the right to remove signage as part of their normal maintenance schedule, or if deemed harmful to the landscaping. Your signs may be removed/re-located due to placement in improper location, damage due to weather, or other circumstances deemed necessary by the university. University staff will attempt to save any signs that need to be removed and the student organization or department will be contacted.