

Syracuse University Campus Posting Policy

The following policy is designed to allow registered student organizations, administrative and academic departments, individual students, and individual employees to properly post items on Syracuse University property in a manner consistent with the mission of the University.

A. Requirements:

All display materials must include:

- Name of the sponsoring organization, department, or responsible individual
- Date, time and location of program, and
- Approval from the appropriate department as required by location

In addition:

- Sponsors are responsible for the removal of materials after the date of the event. Materials not removed on a timely basis by the event sponsor may be removed by University personnel.
- Materials not associated with a specific event or program may be displayed for no more than ten business days unless specific approval is obtained from the Office of Student Centers and Programming Services.
- Materials must not be obscene or defamatory and must not violate University policy or federal, state, or local laws.
- Any material not written in English requires an English translation to be kept on file with the Office of Student Activities.

B. Locations:

Each school or college, academic facility, and administrative building has formulated procedures for posting materials within its own confines. Please note that these procedures may be more stringent than the general requirements provided below and may vary from building to building. In the event a specific posting policy by an academic or administrative facility conflicts with the requirements set forth below, that procedure takes precedence over these requirements. Building coordinators may remove materials that have not been posted according to the following:

1. General Guidelines

- a. Only general-purpose bulletin boards in each building may be used for posting.
- b. Posters or flyers must be affixed with thumbtacks, pushpins or regular staples, not glue or tape.
- c. Posters or flyers must be limited to one (1) per bulletin board per event.

- d. Posters may not exceed 11 inches by 17 inches except with the authorization of the building coordinator or other authorized University official.
 - e. Bulletin boards that are labeled as “special purpose” are limited to that purpose and non-related announcements will be removed.
 - f. Posters, or flyers may not be placed on interior or exterior walls, floors, doors, windows, sidewalks, statues, or public art.
2. **Academic Facilities:** Consult the Dean’s Office of each school or college or building coordinator in charge of each building.
 3. **Residence Halls:** Contact the Office of Residence Life, Suite 200, 111 Waverly Avenue, 443-3637 (please see Office of Residence Life Posting Policy for more information).
 4. **Dining Halls/Eateries:** All postings, including table tents, must be approved by Dining Services, Office of the Director, 201 Ainsley Drive, 443-3608.
 5. **Student Centers:** All postings at the Schine Student Center must be approved by the Office of Student Centers and Programming Services, Suite 228D, 443-4240. All postings at the Goldstein Student Center must be approved by the Office of Student Centers and Programming Services Main Desk, 443-1990.
 6. **Exterior:** Registered student organizations and departments may request to chalk **OUTSIDE** on the Syracuse University Quad non-brick sidewalk areas. Syracuse University Quad sidewalks are defined as the quadrangle bound by Hendricks Chapel, Link Hall, Carnegie Library, Hinds Hall, and Huntington Beard Crouse Hall. Only water-soluble chalk is permitted. Permission to chalk must be requested via a request form from the Office of Student Centers and Programming Services, 228D, Schine Student Center.

Registered student organizations and departments may also request permission to hang banners outside of the Schine Student Center via a banner request form from the Office of Student Centers and Programming Services, 228D, Schine Student Center. This form delineates the requirements and specifications for hanging exterior banners. Except as set forth above, no posting or chalking is allowed outdoors on University property.

C. Prohibitions

- Using masking tape or other adhesives (including paste, glue, and spray adhesive).
- Using nails, heavy gauge staples, or other metal fasteners.
- Attaching posters or flyers or spray painting on woodwork, statues, or other public art, walls, trees, doors, light/telephone poles, sidewalks/walkways, stairwells, vehicles, roads, grassy areas, windows/transparent surfaces, bus shelters, or other areas not expressly permitted through this policy.

- Posting messages or symbols on grassy areas.
- Hanging banners on external surfaces without first obtaining permission.
- Causing damage to personal or University property.

D. Additional Restrictions and Requirements

Syracuse University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to on-campus posting. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

E. Enforcement

- Postings displayed in violation of this policy will be removed regardless of content.
- Outdoor areas will be checked periodically by the Physical Plant Grounds Department. Materials not posted in accordance with this policy or posted past the time for the event will be removed. The appropriate building coordinators monitor indoor areas.
- The University Judicial System has jurisdiction over complaints filed against any University student, or registered student organization(s) who destroys, defaces, or removes posters on University bulletin boards, or who posts material in a manner inconsistent with this policy.

F. Sanctions

Sanctions for violation of this policy by students and/or registered student organizations include, but are not limited to: fines and/or restitution, loss of future posting and/or facilities use privileges, loss of recognition for registered student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the University.

Syracuse University reserves the right to update and amend this posting policy at any time.