I. POLICY STATEMENT

Posting Eligibility:
Registered student organizations with the Office of Student Life and University departments of Northern Kentucky University are eligible to post materials on campus.

Posting Authorization:
All posters, flyers, handbills and banners must be authorized and stamped by the Dean of Students designate, Student Union Management, located at the Student Union Information Desk (2nd floor). The Dean of Students stamp indicates review of the party requesting permission to post notices and does not indicate an endorsement of content. In most cases, posting is restricted to the promotion of campus-related activities. The posting should display the time, date, location, and sponsor of the event. Advertisement of off-campus functions will not be authorized unless the event is sponsored by a registered student organization or a University department. Campus postings are limited to 30 days.

Disclaimer:
Northern Kentucky University disclaims all responsibility for the contents of posters, handbills, flyers, or other written material posted at the University. Students, faculty, staff and administrators must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws. Posters promoting establishments that sell alcoholic beverages or relating to alcohol will not be approved. However, posters promoting alcohol awareness and responsible decision-making will be approved.

Approved Methods of Posting:

Posters
- A sign that is affixed or posted on an approved wall or bulletin board that shall normally not exceed 24 x 36 inches
- There is a limit of 50 posters per campus event.

Handbills
- A small printed sheet to be distributed by hand.

Flyers
- Usually an 8 ½ x 11 sheet of paper that can only be distributed by hand and/or posted in an approved area.
- There is a limit of 100 flyers per campus event.

Banners
- A strip of paper, twin sized bed sheet, or vinyl considerably larger than normal poster size on which a sign is printed.
Only one banner per organization or department may be displayed at one time.

**Approved Areas for Posting:**
On concrete surfaces and non-department bulletin boards (only one posting per bulletin board permitted) inside all buildings with the following exceptions:
- Lucas Administrative Center - only on bulletin boards located on the 2nd, 3rd, 4th, 5th, 6th and 7th floors across from elevators
- Albright Health Center - only on concrete stairwell walls and bulletin boards
- Nunn Hall - only on bulletin boards
- Steely Library - on concrete walls in library loggia
- Student Union - only on designated bulletin boards
- University Center - only on concrete walls in stairwell between the ground and 1st floors (posting in the cafeteria is required on bulletin boards).
- Griffin Hall - on bulletin boards outside of restrooms on 1st, 2nd, and 3rd floors, student lounges on the 2nd and 3rd floors, bulletin board on the 1st floor by south stairwell.

**Prohibited Areas for Posting:**
- On the exterior surfaces of any University buildings or on lamp posts, garbage cans, trees, etc.
- On any window or door
- On any painted, wood or wall covering surface inside buildings
- On any glass surface or framework
- Inside rest rooms
- Inside elevators or on elevator doors
- On any light fixture
- Inside classrooms (bulletin boards in classrooms are for academic use)
- On parked vehicles on University property
- On or in permanent or temporary art galleries
- Covering or touching any impressed or raised university lettering on concrete walls.

**Areas for Individual Student-Placed Notices:**
The following bulletin boards are reserved for student-placed notices only and are identified as open bulletin boards. Notices advertising for sale, tutoring, car pools, etc. are permitted on these bulletin boards and do not need to be authorized or stamped by the Office of the Dean of Students. Only one posting per bulletin board permitted.
- University Center
- Bulletin board located at the bottom of the inside stairwell on the ground floor
- Two bulletin boards between the campus post office and the lower food court on the ground floor
- Founders Hall (formerly Old Science Building) - Bulletin board across from the elevators on the 2nd floor
- Nunn Hall - Bulletin board at the 2nd floor plaza entrance
- Landrum Academic Center - Bulletin board across from the elevators on the 3rd floor
- Fine Arts Center - Bulletin board across the 3rd floor entrance
- AST Center - Bulletin board next to the elevators on the 2nd floor.

**Banner Guidelines:**
Banners may only be displayed inside or outside the University Center (central plaza side) on the second floor balcony. Banners inside the University Center cannot hang below the bottom of the balcony concrete facade. Banners may not be displayed in any other location on campus without approval from University Center Management.

Banners may only be displayed for a maximum of two weeks. Banner space must be reserved online and approved by the Student Union reservationist.

Guidelines that apply to posters apply to banners as well.

Banners in the Student Union must be made on a twin sized bed sheet 66” across by 96” length. Twelve inches of space must be left at the top of the banner for hanging purposes.

Banners must include the sponsoring organization, time, date, name, and place of event.

**Posting in Glass-Enclosed Boards:**
Permission for displaying authorized posters inside glass-enclosed bulletin boards must be obtained from the office or department to which the board has been assigned.

**Student Government Elections Postings:**
The regulations for posting prior to Student Government Elections are governed by the rules of the Election Board and are available in the Dean of Students and Student Government Offices.

**Posting Removal:**
Registered student organizations and University departments are responsible for removing their posted notices at the conclusion of the stamped expiration date. Violators of this policy will be given one warning by Student Union Management. Further violations may result in suspension of posting privileges.

**Note:** Campus buildings will be periodically inspected. Postings found in violation of the above policy will be removed and discarded.

II. ENTITIES AFFECTED

Faculty, Staff, Student, and University Organizations

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