



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Student Life

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OFFICE OF STUDENT LIFE OFFICIAL FLYER POSTING POLICY

The University recognizes that **advertisements and expressions are important to a vibrant student life**. In order for this information to be delivered in the most effective manner, the following are the established policies and procedures governing the posting of flyers in the Powell Student and academic buildings. For posting in residence halls, please take one original copy to the Housing office in Student Services Building 552 for review.

Items Advertising Specific Programs/Events:

1. Approval will be based on the following content-neutral information being present on the flyer:
 - Name of the event;
 - Date and time of the event;
 - The organization sponsoring the event;
 - Contact phone number or e-mail
2. Each approved flyer will be stamped with a date the item is to be removed. The party that posted the flyer is responsible for removing the item by the stamped date.
3. The original flyer should be submitted to the Office of Student Life, and copies are to be made from the original so that all copies bear the approval stamp. Any flyers found posted without the approval stamp or in the inappropriate places listed in item 5 will be immediately removed.
4. All flyers MUST be approved according to the criteria in item 1 PRIOR to posting. Any materials found hanging that have not been approved will be immediately removed.
5. Flyers are to be posted on bulletin boards only. The following locations are NOT approved locations and will result in the flyer being removed and possible revocation of posting privileges.
*Windshields *Walls *Trees *Lampposts *Windows *Doors *Painted Surfaces
*Water Fountains *Glass Surfaces *Bathrooms/Stalls *Railings
6. All flyers are to be hung with scotch tape, masking tape, tacks or staples (where appropriate). DO NOT USE duct tape, nails, etc (materials that might permanently damage surfaces).
7. Flyers can be hung for a maximum of four weeks or until an event is complete.
8. The use of chalk as an advertising tool is limited to SIDEWALKS ONLY.

Items Advertising Public Service Campaigns/Announcements:

1. Approval will be based on the following content-neutral information being present on the item:
 - Name of the organization delivering the message.
2. Policies 2 through 8 above apply.

I have read and agree to the above stated policy. I understand that failure to abide by the above policy may result in the loss of posting privileges.

Signature

Date

