

## POSTER ROOM POLICY

- The poster room is financially supported by and is made available to members of student clubs and organizations, Residence Life and CPLD.
- Any office or department wishing to use the Poster Room will be charged a nominal fee.
- All posters must be no larger than 3ft x 4ft.
- No more than 3 posters will be posted for any one event.
- CPLD will provide:
  - ◊ Poster paper, paint, and paper die-cut letters.
  - ◊ All other materials such as scissors, tape, glue, crayons, markers, and other decoration must be supplied by the individual or organization making the poster.
- If supplies are low or not working properly, contact CPLD.
- It is expected that all who use the Poster Room maintain it in an orderly fashion. Any items used should be returned to their proper place and all trash must be disposed of.

***The Office of Campus Programming and Leadership Development (CPLD) reserves the right to change the policies listed in this brochure without notice, and has the final say in the approval process. Any appeals to the decisions of the CPLD office should be made to the Dean of Students.***

Revised 9/2008

## POSTER ROOM VIOLATIONS

- **Do not** paint or write on the walls. No graffiti of any kind will be tolerated.
- Those found in violation of the poster room rules will be subject to disciplinary action under the College's Community Standards, in addition to possible fines, and loss of poster room privileges.

## POSTER ROOM PROCEDURE

- Poster Room hours:
  - 8:30am-5:00pm — Monday and Friday
  - 8:30am-7:00pm — Tuesday-Thursday
- A key to the Poster Room can be obtained in CPLD.
- Students and staff members are to sign-in and out of the Poster Room.
- A CPLD representative will unlock and re-lock the Poster Room door.
- Completed posters are to be dropped off to CPLD to be approved, stamped, and hung.

## ADDITIONAL FORMS OF ON-CAMPUS ADVERTISEMENT

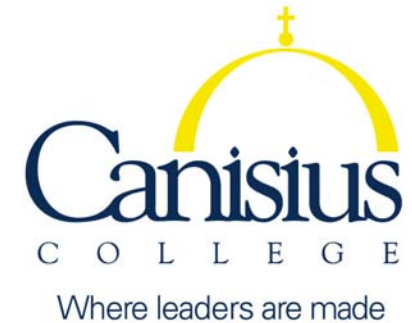
Other forms of on-campus advertisement offered by the CPLD office include:

- CCTV, The Stall Street Journal, Griffin Table Talk\*, Canisius Commutes, and This Week at Canisius...

***Those wishing to advertise in any of the above publications, must fill out the request for advertisement form located in CPLD or online.***

**\*Please note:** Griffin Table Talk replaces table tents. Due to space, table tents will not be permitted in dining areas.

# ON-CAMPUS POSTING AND POSTER ROOM POLICY



## Office of Campus Programming & Leadership Development

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## CAMPUS POSTING POLICY FOR FLYERS & POSTERS

**This policy applies to all student organizations and members of the Canisius community, as well as all non-college sponsored groups and vendors.**

- Only flyers and posters bearing the “stamp of approval” will be posted.
- The “stamp of approval” can be obtained through the Office of Campus Programming and Leadership Office (CPLD) located in the lower level of the Richard E. Winter '42 Student Center (WC-003).
- All flyers and posters are approved, posted, and removed by CPLD.
- Any material posted on Canisius property without an approved stamp will be removed immediately.
- All postings are at the discretion of CPLD.
- All advertising must be compatible with the college’s mission as a Jesuit, Catholic institution and must adhere to all guidelines found in the Student Handbook as well as the Canisius College Community Standards.
- Advertisements for activities in which alcohol will be present are also subject to the College’s Alcohol Policy, found in the Student Handbook.
- Posting space is limited only to the blue and designated walls in the campus tunnel system and posting areas within the Residence Halls.

- Departmental bulletin boards located in academic areas or offices are maintained by their respective departments. Permission for posting in these areas must be obtained by the department head or their designee, in addition to CPLD.

## POSTING VIOLATIONS

- Materials will not be approved if they contain:
  - ◇ Offensive language or images.
  - ◇ Language or illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability or any other characteristic protected by applicable laws.
  - ◇ Advertisements for activities that violate state or federal law or the College’s Community Standards.
- Posting in the following areas is prohibited:
  - ◇ On cars.
  - ◇ Non-designated wall space.
- Advertisements from the following outside establishments or vendors will not be posted.
  - ◇ Off-campus apartments, rental properties, or landlords.
  - ◇ Restaurants, bars and/or nightclubs.
  - ◇ Credit card providers.
- Posting for the following services is limited:
  - ◇ College preparatory courses.
  - ◇ Items for sale.
  - ◇ Job offers.
- Violations of this policy will result in the removal of the advertisements and responsible individual(s) may be subject to suspension of posting and distribution privileges.
- Repeated violations of the Campus Posting Policy may lead to disciplinary action.

## POSTING GUIDELINES

- Advertisements must be submitted to CPLD for approval at least 3 days, but no more than 2 weeks prior to the event being advertised.
- All posters must be no larger than 3ft x 4ft.
- All flyers are limited to the following sizes.
  - ◇ 8.5” x 11”, 8.5” x 14” or 11” x 17”
- All advertisements must have the following:
  - ◇ The event name, date, time and location (if applicable).
  - ◇ The name, phone, and/or contact information of the sponsoring organization.
  - ◇ Must be legible, clear, and free from any grammatical or spelling errors.
- Approved items will be stamped by a CPLD representative. It is required that the original advertisement be stamped before additional copies are made. *Mass quantities may need to be stamped by event sponsor.*
- CPLD will post:
  - ◇ No more than 35 flyers in the designated tunnel areas.
  - ◇ No more than 3 posters in the tunnel areas and dining hall.
  - ◇ No more than 90 flyers in the residence halls.
- Residence Life is responsible for all posting within the residence halls; however, it has the right to reject what they deem questionable. Resident Assistants are responsible for the posting in their respective areas.
- CPLD and/or Residence Life staff will remove all postings within 48 hours after an event.
- Informational flyers will be posted for 2 weeks from the date stamped by CPLD.