Student Activities Posting Policy and Agreement

The following rules have been established to allow groups, organizations, and departments to communicate with the campus community by posting flyers and posters to advertise events while helping to keep the campus looking its best.

Eligibility

Recognized student organizations, University departments, university-affiliated organizations, and IRB approved researchers are allowed to post flyers and posters on campus. Postings may only be hung up after receiving approval from the Student Activities and Leadership office.

Approval Process

- We will stamp a maximum of sixty (60) flyers for each event.
- Flyers must be 8.5 x 11 inches or 11 x 17 inches and must include all required information
- Posters should be no more than 24 x 36 inches.
- All posters and flyers must include the following before they are printed or brought for approval:
  - Name of sponsoring department, organization, or researcher
  - Contact information (phone or email—preferably UMass Boston contact info)
  - Date, Time, Location
  - Cost (if applicable)
  - University Disability Statement
    - “Anyone requiring disability related accommodations, including dietary accommodations, should go to www.ada.umb.edu and file a request form”.
- Postings for academic course recruitment will follow the same posting policies listed above.
- Postings of an offensive nature that will disrupt the academic environment will not be stamped.

My Poster/Flyer is Printed…Now What?

- Come to the Office of Student Activities, Campus Center 3400 with your posters/flyers
- Fill out a posting agreement which outlines the rules and regulations (we will keep a copy)
- Posters can be displayed for up to 30 days from date of stamping or the day after the event (whichever occurs first)
- All postings must have the original approval stamp from Student Activities (no additional photocopies can be made after stamping)

How and Where Can I Post?

The following locations are available for posting:

- Public bulletin boards in all campus buildings
- The catwalk between McCormack Hall and the Science Building (GLASS ONLY—please no posting on the beams)
- To post on Campus Center bulletin boards you must bring no more than (8) copies to the Information Desk, Campus Center UL. Building Managers will post the flyers for you.
• Posting is not allowed in any other locations on campus. Postings found in restricted areas such as on glass, in bathrooms, in elevators, or on painted surfaces, will be removed and may lead to suspension of posting privileges.
• Do not remove or cover another organization’s postings.
• Postings must be attached in a manner that will not damage the surface on which they are posted. Please use only invisible tape in the Catwalk and push pins, thumbtacks, and regular staples on the bulletin boards. Do not use paste, glue, double-sided tape, masking tape, duct tape, adhesive backings, or heavy-duty staples.
• Staff will remove outdated or unstamped postings on a regular basis.

Failure to Follow Rules
• Violations of the above rules can lead to the revocation of posting privileges or potential violations of the Student Code of Conduct.

Questions About Posting Policy
• Questions about this policy can be addressed to the Office of Student Activities and Leadership. Our contact information is as follows:
  o Phone Number: 617-287-7950
  o Email: Student.Activities@umb.edu

By signing this agreement, you and your organization/department agree to comply with the above policies.

Name: _______________________________ Phone #: _______________________________

Email: ______________________________ Department/Organization: __________________________

Signature: ________________________________

OFFICE USE ONLY

Date Stamped from ___________ until ___________

Total # of flyers stamped ________________ Staff Initials ____________________________