

Purdue University Fort Wayne Operational Procedures for Campus Postings

Purpose of these procedures:

- to establish optimal opportunities for promoting campus organizations and events;
- to ensure that authorized publicity, including commercial advertising, does not detract from the safety or attractiveness of the campus;
- to restrict unauthorized publicity;
- to help reduce waste;
- to increase the effectiveness of campus postings.

These procedures are for postings in public spaces with the following exceptions:

1. The Library and all appropriately labeled and designated Departmental Bulletin Boards and Digital Signage are under the discretion of that unit's supervisor with regards to postings and removals. A list of Library and Departmental posting spaces can be found at www.pfw.edu/stulife under the Communication and Rentals tab.
2. All postings in Student Housing must be approved by administrative staff at Cole Clubhouse. Housing Staff recommends 65 flyers for posting on various bulletin boards throughout the property, and they will facilitate the posting and removal of all flyers. Housing boards are for PFW and IUPUI department and organizations only.
3. Paid Advertising shall only be in Athletic venues as allowed under the provisions of the University Marketing Agreement with Leerfield Sports. All advertising will be consistent with the standards set by that document or subsequent agreement.

Paid sponsorship of University events or programs may be acknowledged on brochures, programs, or temporary announcement documents, that otherwise meet all of the provisions of these procedures. A poster or banner that acknowledges a sponsor may be displayed at the entrance of an event venue or near the registration table for an event on the day of the event only.

Posters and postings should be prepared, displayed, and removed in accordance with these procedures. Unauthorized postings will be removed and violators will be referred to the Student Life Office, the Student Conduct and Care Office, Special Events or University Police to pursue appropriate action.

Any damage to university property will be charged to the sponsor.

Requests for exceptions to these procedures and questions about its application in specific cases should be directed to the Student Life Office. The Student Life Staff will refer such requests to the appropriate university officials for action or information as needed.

Definitions used in these procedures:

- Poster or posting refers to a temporary sign, placard, flier, banner, card, and similar publicity material. (Permanent signs are regulated by the "Campus Sign Policy," Chancellor's Memorandum 4-74-75.);
- Sponsor refers to the group responsible for the posting;
- Campus groups are defined as PFW or IUPUI offices, departments, and recognized student and university organizations;
- Outside group refers to all other groups and individuals;

Review:

The Executive Director of Student Engagement and the Director of Special Events will meet to review and/or update these policies on an annual basis and provide recommendations to the Chancellor.

I. Posting Priorities:

- a. Emergency announcements such as snow emergencies or recesses.
- b. Events of university-wide interest such as registration dates, Spring Fling, Homecoming, etc
- c. Events sponsored by PFW organizations, including student organizations.
- d. Recurring meetings of PFW clubs and organizations that are open to the entire campus
- e. Outside Group Events
- f. For Posting Priority disputes with regards to space availability, Sponsor of the Posting in dispute shall appeal to the Student Life Office for resolution. The Student Life Office shall have final determination.

II. Approval guidelines for posters and posting:

- a. Campus groups need no prior approval for posters or postings except as noted elsewhere in these procedures.
- b. Outside groups not associated with an event on campus must have their posters approved by the Student Life Office prior to posting in designated locations.
- c. Outside groups affiliated with an event on campus must have their posters approved by the Special Events office.
- d. Commercial advertising and solicitation (such as for taverns, alcohol, weapons, trips, cars, and magazines) are not allowed. PFW will consider exceptions for educationally beneficial products (such as computers) offered at a significant discount to PFW students (but not to the general public). For further information on Soliciting on Campus visit www.pfw.edu/solicit.
- e. Postings that violate The Code of Student Rights, Responsibilities, and Conduct are not permitted.
- f. No activities prohibited by university regulations, or local, state or federal laws, may be publicized.
- g. Postings of regular class meetings, course offerings and office hours are not permitted.
- h. Placing fliers on car windshields is prohibited on PFW property.

III. Specifications for posting:

- a. Posters or postings larger than 11" x 17", including freestanding items such as pull-up banners and easels, must be approved by the Student Life Office.
- b. A maximum of one posting per event / per campus group / per bulletin board (approximately 30 posters in all) is permitted.
- c. Posters or postings may be displayed for up to **two weeks** (unless approved for longer display, based on available space, by the Student Life Office) or until the publicized information becomes obsolete, whichever comes first.
- d. All postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information and posting window featuring Start Date and End Date in lower right hand corner of posted document.
- e. Parking Garage Banners and signs larger than sandwich boards must obtain approval from the Student Life Office. Once approved the Student Life Office will reserve space for the banner or sign through the Special Events Office. The Student Life Office will then coordinate with the Facilities Management Office for installation and removal of the banners/signs.
- f. Posting on glass surfaces is strictly prohibited.

IV. Physical Posting Locations:

- a. Posting is approved in the following locations only and prohibited in areas not listed below:
 - i. Office doors, with the permission of the occupant.
 - ii. Tack strips in stairwell landings if available (campus groups only).
 - iii. Kiosks and bulletin boards (unless designated for the exclusive use of a PFW or IUFW unit).
 - iv. Day of Event directional signage such as sandwich boards, yard signs (aka "realtor signs") and sign boards shall be directional in nature and shall be removed at conclusion of event. All banners and self-supporting signs and their location indoors and outdoors must be approved in advance by the Student Life Office in accordance with guidelines established by the Student Life Office and Facilities Management.
 - v. Sidewalks: Campus groups may write messages in chalk on horizontal sidewalk surfaces for special purposes, such as student elections, with prior approval from the Student Life Office. For safety reasons, posters and messages should not be within 20 feet of a doorway. Sidewalk chalk may not be used under awnings or similar overhangs.
 - vi. Toilet Times
 - I. Contact the Student Leadership office for further information.
 - vii. Complete list of physical posting locations can be found at www.pfw.edu/stulife under the Communication and Rentals tab.

V. Materials for affixing posters:

- a. For cork bulletin boards and tack strips, use tacks or stick pins only.
- b. For self-supporting signs, use materials recommended by the Student Life Office.
- c. For sidewalks, only use outdoor handheld chalk. "Spray" chalk is not allowed.
- d. Prohibited Items include:
 - i. Self-adhesive stickers or decals
 - ii. Use of any tape to hang signs
 - iii. Use of staples on any bulletin board or kiosk

VI. Exceptions

- a. Any exceptions to the above guidelines must be approved in writing by the Student Life Office.
- b. Emergency or closing notices approved by the Chancellor are exempt from these procedures.

- c. Use of library space for easels, displays, or postings requires the approval of the Library Director.

VII. Digital Postings:

- a. Images must be submitted to the Student Communication Request form that can be found at www.pfw.edu/stulife under the Communication and Rentals tab in the form of a 16:9 widescreen PowerPoint slide. No live animation slides permitted.
- b. Digital post must be received a minimum of two (2) business days prior to posting.
- c. Each digital post will remain up for one calendar week from the time it is posted.
- d. Advertising must be for on-campus, open events sponsored by a recognized student organization or campus department. Outside groups that have scheduled space thru the Special Events office may also advertise on the digital posting as space allows.
- e. Digital postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information.
- f. For additional information or questions, contact the Executive Director of Student Engagement.

VIII. Electronic Message Board Along Broyles Adjacent to the Athletics Fields:

- a. Campus organizations may submit requests for posting messages about specific campus activities and programs. Only on-campus programs, events and activities of significant interest to the general population will be posted on the marquee. All messages must be related to Purdue University Fort Wayne and pertain directly to students and/or the University audience.
- b. For additional information or questions, contact the Director of Special Events.

Any deviations from these procedures must have the approval of the Chancellor or his/her designee.

Failure to follow these procedures will result in the following:

- 1st Offense: will receive a Warning/Reminder of Policy
- 2nd Offense: will be prohibited from Posting for 1 month
- 3rd Offense: will be prohibited from Posting for 1 Academic Semester

CHANCELLOR'S MEMORANDUM effective June 27, 2024 (Replaces Chancellor's Memorandums No 16-1 and No.09-1 3-6-09, and VCFAA Memo 10-24-12 Titled Exterior Campus Signage, or any previous posting policy.)



Ronald L. Elsenbaumer
Chancellor
June 27, 2024