

The Student Government Association of Christopher Newport University's

Posting Policy

This posting policy is the governing policy for all recognized student organizations, members of the University community, and off-campus organizations who decide to advertise on campus at Christopher Newport. The posting guidelines are as follows:

Posters shall be defined as signs, fliers, posters, advertisements, pamphlets, announcements, handbills, and banners.

Recognized Student Organizations:

- *do not* have to be approved (see "Interpretation")
- *must* clearly identify the name of the organization
- may post only *one* posting per SGA OK'd board (posters should not exceed 11 x 17 inches, unless approved, and individuals must be considerate of postings which have been placed on the board)
- are not limited to the number of postings permitted on the campus

Students and Unrecognized Student Organizations:

- *must* be approved (see "Interpretation")
- *must* clearly identify their name
- post only *one* posting per SGA OK'D board (posters should not exceed 11 x 17, unless approved, inches and space on bulletin boards are on a first come, first serve basis. Posting over other flyers is not allowed and if an organization is caught doing so; their privileges may be revoked.)
- are not limited to the number of postings permitted on the campus

Off-Campus Vendors:

- *must* be approved (see "Interpretation") and follow the guidelines outlined throughout this policy
- *must* contact the administration before entering residence halls

Fliers/ Pamphlets/ Handbills:

- may be distributed to members of the University on campus
- may be left unattended, in stacks, if the appropriate authorities have approved the advertising (for example, in residence halls or library)
- *must* comply with posting guidelines.

Chalk:

- *is* permitted on sidewalks; it *is not* permitted on brick pavers, buildings, walls, painted surfaces ceilings, floors, etc.

Student Center:

- ****SEE STUDENT UNION POSTING POLICY****
- organizations with designated display cases from the Student Union Board or SGA are expected to follow the guidelines within the posting policy

Residence Halls:

- contact the Residence Hall Association or respective hall directors 48 hours prior to desired posting date
- posting in the windows of students residences must be by his or her consent

Freeman Center:

- contact the Freeman Center information desk, located inside the fitness pavilion

Specific Prohibitions

Organizations and individuals must maintain the natural beauty of the campus and preclude a cluttered appearance of the university's grounds. Therefore, the following actions are strictly prohibited. Posters:

- may *not* advertise alcohol, drugs, or sex
- may *not* be distributed on cars
- may *not* be posted or hung on benches, glass, light posts, roofs, brick, trees, fences, or door frames
- may *not* be posted using duct tape, staples, pins, nail, etc. in a *non-standard* posting locations. Failure to abide by this rule may result in damage billing

Posting/ chalk of any kind must be removed within two working days of the event.

- Any posting left up longer than 24 hours after an event will be subject to a fine of \$2 per poster, per day. A warning will be made the first time a violation is committed; however, fines will increase in increments of \$2 if violations continue to be committed.
- Postings on SGA OK'D boards in violation of the 24 hour period will be cleared every Monday
- Failure to follow the posting guidelines or pay fines within 30 days will result in suspension of posting.

Interpretation

- the authority to interpret this policy rests with the Secretary of Media
- simple majority of the Student Government Senate can overrule the Secretary of Media's decision when a posting is in question or has been removed
- the Media Secretary will approve postings during office hours in the SGA office (Student Union Rm. 367)

ALL postings are to avoid degrading, disrespectful remarks or advertisements.

ALL organizations and individuals must keep in mind others when it comes to privacy and property.

Any persons with questions regarding the posting policy may contact the Secretary of Media in the SGA office (Student Union Rm. 367).