



# Rutgers University Guidelines for the Posting of Notices and Flyers on University Property

**School Name and Contact:**

**Buildingname:**

## General

These rules apply to the posting of written materials including but not limited to brochures, announcements, pamphlets, leaflets, booklets, flyers, posters, advertisements, employment opportunities, and circulars. For ease of reference, these documents are referred to as Notices and Flyers. These guidelines are not intended to supersede any rights provided by applicable collective negotiation agreements and/or federal or state law.

## Posting and Distribution Rules

- Posting of Notices and Flyers are intended to advance the university's mission of education, research, service, and clinical and patient care, and is not a free expression or commercial opportunity zone. Examples include but are not limited to employment opportunities, cultural events, clinical trials, and symposiums.
- Only Notices and Flyers from recognized Rutgers-affiliated student organizations, fraternities and sororities, and departments are permitted to be posted or distributed.
- All Notices and Flyers must receive approval, prior to posting, from \_\_\_\_\_. Flyers will be dated (with start and end date) and initialed. \_\_\_\_\_ reserves the right to refuse to post or distribute any material that violates the University's Code of Student Conduct, [Guidelines for Free Expression](#), or university policy.
- Notices and Flyers may be posted no more than five university business days prior to the date of the event. Outdated materials are subject to removal by \_\_\_\_\_.

- Notices and Flyers must originate from a Rutgers University department or registered student organization and must provide accurate event information including: sponsoring organization contact information, name, and/or logo. Advertised admission costs (free or fee) may not change.
- The posting of Notices and Flyers is permitted in designated areas only. No posting/signage may be secured to walls, columns, doors, windows, stairwells, etc.
- Neither notices nor flyers may be secured on outdoor furnishings, light poles, trees or other landscape vegetation, trash receptacles, emergency phones, seatwalls, benches, tables, sidewalks, exterior masonry structures, bus stop structure, or public art.
- Neither notices nor flyers for any event, program, or service are permitted on the exterior of a building, including the building's glass doors and windows, or on its masonry, metal, wood, or other exterior building material.
- Items posted or distributed outside of approved locations will be removed and discarded by University Facilities staff without notice.
- Use of any bulletin board or authorized space in the building does not constitute an endorsement or guarantee of any product, service, or information by \_\_\_\_\_.
- All Notices and Flyers must comply with the university nondiscrimination policy.
- Postings may not reference alcohol or illegal substances.
- Posting for off-campus events is not permitted, unless specifically approved by the \_\_\_\_\_.
- Postings may not promote anything in violation of Rutgers University policies or procedures.
- For information on leafletting and distribution of materials, please see Section 8.0 of the [Guidelines for Free Expression](#).

## Notice and Flyer Locations

Approved Locations:

### Bulletin Boards

- Bulletin boards are available on a first-come, first-served basis to post Notices and Flyers. Space is limited. Only \_\_\_\_\_ - dated and initialed Notices and Flyers are allowed on the bulletin boards. To accommodate as many events as possible, student organizations and departments are limited to one notice or flyer per event, per board. Notices and Flyers are limited to a maximum 11 inches x 17 inches in size.

### Posters on Easels

- One outdoor and one indoor easel are permitted on the day of the event. These easels are commonly used to inform participants and to direct students and guests to the location of the event. Exact location of the easels will be determined by appropriate staff of the \_\_\_\_\_.

## Banners

- The hanging of banners is permitted in designated areas as determined by:  
Banner spaces are available for reservation by recognized student organizations, on-campus offices, and departments via . Banners are scheduled for one week on a first-come, first-served basis. Banners must be for university departments or student organization events and are subject to approval. Banners are limited to a maximum dimension of 4 feet x 6 feet and will be hung in the designated reserved area made of fabric and hung with non-permanent methods. Banners must clearly state sponsoring organization's name and contact information (email, phone number, web site, or address). Banners left hanging after the reservation expires will be discarded. The assumes no responsibility for banners left unclaimed.

## Display Boards

- These rules do not limit the posting of research project display boards in academic and research settings.