

## Solicitation and Posting Policy

Solicitation and posting of materials by individual students, student organizations, faculty, staff, and individuals or organizations outside the SU community is prohibited on University property, including, but not limited to, SU residence halls, academic buildings, the all other buildings, owned or controlled by the University, except by prior written approval from the University through the Guerrieri Student Union office (222 GSU).

Approved solicitation, distribution or sale of goods by, of or for students may be undertaken in the following campus areas: GSU, Commons and the University Pergola area. GSU solicitations are coordinated by the GSU Office located in 223 GSU (ext. 36100). Commons and Pergola solicitations are coordinated by the Facilities Reservation Office, 200 Commons (ext. 82208). For questions regarding this policy, contact the Guerrieri Student Union, 222 GSU, 410-543-6100.

The University reserves the right to limit the time, manner and place of student and non-student postings on University property. Students or student organizations should contact the Center for Student Involvement and Leadership for permission to post materials on University property. For posting in the University residence halls, the Residence Life Office must approve the posting. For general University property advertising and posting, the following policy applies:

- Flyers and posters advertising events on University property are to be posted on the main campus only, and only in approved and designated locations. Off-campus advertising that is in violation of the Student Code of Community Standards or other University policy is not permitted.
- Materials must be posted on approved locations only, including kiosks, public bulletin boards and display cases. Posting any material on buildings, walls, trees, sidewalks, utility poles, etc. is prohibited. Posters and flyers must not exceed 11" x 17" and are limited to two per kiosk/posting area.
- Advertising materials should include the name(s) of the sponsoring/advertising group, date, time and location of the event. Materials must be removed by the individuals or group posting within one week of the conclusion of the event.
- Approved postings in academic buildings must be on designated bulletin boards. Some academic buildings may not have any free posting bulletin boards, which limits the ability to post in those buildings. Taping or stapling on walls or windows is not permitted.
- Events may not be advertised by posting until official approval is received by the Center for Student Involvement and Leadership.
- A limited number of venues are available for non-University affiliated groups or individuals to post information or materials. Each of the outdoor kiosks has a location for non-University affiliated postings. The University has the right to review and remove postings that are in violation of the law or regulations, or University policy.