



LOYOLA UNIVERSITY MARYLAND

— 1852 —

STUDENT ORGANIZATION POSTING POLICY

UPDATED 9/2023

POLICY SUMMARY

This Posting Policy provides requirements for all student organization signs, notices, flyers, posters, banners, handbills, table tents, freestanding signs, indoor displays, and outdoor displays posted on Loyola University Maryland's property.

REASON FOR POLICY

The purpose of this policy is to provide students with guidelines related to posting requirements. Students and student organizations commonly post signs in designated locations as a means of informing the University community of events they are sponsoring. The University allows these practices within regulations designed to reasonably govern the time, place, and manner for the protection of the students, University property, and the appearance of its campuses. Official signage of Loyola University Maryland, building designations, regulatory and traffic control, directional signage, etc., are not governed by this policy.

STATEMENT OF POLICY

A. REQUIREMENTS

1. All signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays, and outdoor displays for student clubs and organizations must be approved by the Office of Student Engagement. (See Section B.)
2. All signs must contain the name of the sponsoring organization, email address, the date, time, and location of the event.
3. All freestanding signs, indoor displays, and outdoor displays must have a sign that denotes the sponsoring organization.
4. Materials promoting the use of alcohol or other controlled substances, including activities at bars/clubs where alcohol is served, are prohibited.
5. All signs and displays must be in line with the Jesuit, Catholic mission of Loyola University Maryland.
6. All signs and displays must comply with all existing Loyola University Maryland policies.

B. APPROVAL

1. Signs

- a) All signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays and outdoor displays for student clubs and organizations must be approved by the Office of Student Engagement and stamped with the date the item is approved

before any materials may be posted. It is suggested that the original copy of all items be submitted for approval before photocopies are made.

- b) Handbills for student clubs and organizations may be passed out on campus by members of a Loyola organization only with prior approval from the Office of Student Engagement.
- c) Materials to be displayed in the residence halls must also be approved by Residence Life and Housing.
- d) Materials to be displayed on tables inside of any Dining Services location must also be approved by Dining Services.

2. Digital Signage

- a) All digital signage must be sent to digitalsignage@loyola.edu for approval and posting.
- b) Digital Signage is encouraged to support University sustainability initiatives and maximize effectiveness.
- c) Digital Signage to be displayed in the residence halls must also be approved by Residence Life and Housing.

3. Freestanding Signs, Indoor and Outdoor Displays (including campus decorations), Banners and Chalking (for academic purposes only)

- a) Any freestanding sign, indoor and outdoor displays, and decorations for student clubs and organizations must be approved by a committee of campus administrators. All requests must include a detailed description of the sponsoring campus organization, the purpose of the display, the display's physical appearance including the dimensions, and the timeframe of the display. Requests must be submitted at least two weeks prior to the display being posted, [via The Bridge](#).
- b) Mini flag displays on the academic quadrangle are **not permitted**.
- c) Any freestanding sign, indoor or outdoor displays, or campus decorations for other campus groups may be posted for up to 2 days (48 hours) and must be coordinated through Event Services. The sponsoring campus organization is responsible for install and removal of these signs/displays/decorations. Placement is designated for Boulder Atrium (interior) or the Maryland Hall Circle (exterior). Note: The University reserves the right to limit the duration of any display or request early removal due to University events.
- d) All freestanding signs and displays must be self-supporting (no part of the display can be inserted into the ground).
- e) All blitzes must be approved by the Director of Student Engagement or designee at least one week in advance. All signs, decorations, banners, flyers, and other materials used in a blitz must be removed within 72 hours of posting.
- f) Helium balloons are prohibited in the Boulder Atrium and McGuire Atrium for fire safety purposes.
- g) Banners must be removed at the end of the semester.
- h) Chalking is for academic purposes only and must be scheduled two weeks in advance through Events Services.

- i) Specific informational signs or disclaimers may be required as part of the display by the Office of Student Engagement.

C. TIME, PLACE AND MANNER REGULATIONS FOR SIGNS

1. Painter's tape (blue and green) is the only material allowed to attach signs, unless using pushpins to post on appropriate bulletin boards. The use of Duct, Scotch, or Masking Tape, glue, and paste is strictly prohibited.
2. No sign, notice, flyer, or poster which advertises a single event may be posted for a period longer than two weeks.
3. Materials may not be placed on glass, painted walls, painted pillars, wood, varnished surfaces, elevator surfaces, interior or exterior doors, light posts, or railings.
4. Flyers, posters, and banners may not be placed on the ground. Items on floors and walkways pose a safety hazard.
5. No material may cover the top rail of indoor/outdoor ramps, as it impedes accessibility.
6. Materials may not be placed in any one area in excessive numbers and may not cover other signs.
7. Posting in the DeChiaro Art Gallery hallway is strictly forbidden.
8. Helium balloons are prohibited in the Boulder Atrium and McGuire Atrium for safety purposes.
9. Paint and markers are prohibited on any surface. The only exceptions are the Fine Arts Department (McManus Lobby Window) and walls covered with white board paint where dry erase markers are available.

D. REMOVAL

1. It is the responsibility of the sponsoring organization to remove all materials. Recycling is strongly encouraged.
2. Maliciously destroying/defacing others' publicity will result in either administrative or disciplinary action.

E. NON-COMPLIANCE

1. Any materials in violation of this policy will be removed and recycled.
2. Failure to comply with this policy by students or student organizations will result in administrative or disciplinary action. Student organizations will receive a "strike" for each violation. After three strikes, the organization will be prohibited from posting for the remainder of the semester (or for the following semester, should the final strike occur before a break).
3. Failure to comply with this policy will result in maintenance costs/fees to repair damaged surfaces.

F. SPECIAL SITUATIONS/EXCEPTIONS

1. Exceptions to this Policy require written approval by the Director of Student Engagement or designee.