

TULANE UNIVERSITY POSTING, ADVERTISING & SOLICITATION POLICIES

The requirements listed in this policy are for **general** posting areas on the uptown campus of Tulane University and are not intended to supplant policies for individual buildings. These policies have been developed in collaboration with the Division of Student Affairs, the Associated Student Body, the Office of the University Architect, and the Office of University Communications. All questions regarding these policies should be directed to the Office of University Services, 106 Reily Center, (504) 862-8064 or univsvcs@tulane.edu.

GENERAL POSTING GUIDELINES

1. Any and all items for general posting must be approved by the Office of University Services. The approval process requires a minimum of 3 days for review and approval. To receive approval, email a copy of your posting to univsvcs@tulane.edu. Documents should be sent as Adobe Acrobat or .pdf files. Stamp of approval will be placed directly onto the document and sent back to you for printing.
For postings which are already printed, visit 106 Reily Center for an approval stamp.
Posting inside academic buildings, the LBC or residence halls requires approval from building tenants, LBC Administration, and the Office of Housing and Residence Life respectively. See Appendices III and IV.
2. Once approval to post has been granted, only recognized student organizations, university departments, academic units, faculty, staff, and students may post on both General Post and University Maintained bulletin boards. Commercial posting by off-campus businesses, organizations, entities, and individuals is permitted ONLY on General Post boards. See Appendix I for locations.
3. All materials to be posted must adhere to the following general publicity guidelines:
 - a. **The organization sponsoring the event must have its name and contact information (phone number, e-mail or website and/or postal address) of the sponsoring group (or individual) visibly on the front of all publicity materials (posters, banners, fliers, etc.).** Promotion for closed events must be by invitation and may not be done through the open posting or open distribution of posters, fliers, banners, etc.
 - b. Postings are to be no larger than 14" x 22." Anything larger than 14" x 22" should be sent to University Services, univsvcs@tulane.edu for special consideration and approval. Publicity materials must reflect a responsible attitude toward alcohol. Materials which promote events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking. Publicity materials promoting or advertising an event in which alcohol will be served must follow the Student Guide to the Tulane University Alcohol Beverage Policy as set forth by the University and approved by the University Senate.
 - c. Publicity must not degrade groups or individuals.
 - d. The Office of University Services reserves the right to reject publicity material if it is deemed inappropriate or if it fails to comply with the university guidelines.
4. General posting is only allowed on designated bulletin boards as listed in Appendix I. At no time shall any material be posted or affixed on vehicles, trash cans, trees, sidewalks, support

columns, lamp posts, buildings, benches, vending machines, telephone poles, windows or doors.

On General Post boards, it is the responsibility of the party receiving approval to not only to post the material, but also to remove the posted materials within 48 hours of the event. Approved materials may be posted no more than one week prior to the event.

- a. Only one poster is allowed per board or kiosk, regardless of board size.
- b. Posting over or removing existing material is prohibited.
- c. Items may only be posted with pushpins or tacks. All other adhesives used to affix fliers, posters, or banners to posting surfaces are strictly prohibited. **NO STAPLES!**

BANNER RESERVATIONS AT THE LBC, PERCIVAL STERN HALL, AND ACROSS MCALISTER DRIVE

Only an authorized member of a University Department, Office, or Organization may make a request for a banner location. A banner location may be reserved for up to seven days (including Saturday and Sunday). Only one banner location may be reserved per sponsor for any given day. Requests for additional banner spaces or combined banner space such as the ones at Percival Stern Hall (Stern Hall) should be sent to Shirley Dymond in the LBC, sdymond@tulane.edu.

Tulane reserves the right to revoke a reservation at any time if the sponsor fails to abide by the policies set forth. Banners must reflect a responsible attitude towards alcohol. Banners which advertise events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking. Banners may not have any alcoholic beverages listed on them. This includes event titles that contain references to alcoholic beverages. Banners may not have any illustrations that are identified with alcohol consumption. Banners must not degrade groups or individuals. Banners must have the sponsor's name printed on them.

It is highly recommended that you request the sign manufacturer use reinforced stitching as well as add wind slits to avoid tearing due to wind and rain.

Student Organizations and University Departments needing the assistance of Facilities Services to hang banners must submit an Interdepartmental Order (IT) Form to Facilities Services at least two weeks in advance of their event. A fee is charged for this service.

Schools and large-scale or university-wide events may request special consideration for additional banner space.

Please note that there are separate policies governing the hanging or mounting of banners on university or academic buildings. These can be found in Appendix II.

LBC Lobby--The Lavin-Bernick Center student employees will hang and remove banners. Please bring the banner to the Information Desk either the day before or the day of your banner reservation. If you would like to reuse the banner at a later date you must retrieve your banner the day after your reservation ends. The banner may be picked up at the Information Desk. Banners left after 2 days will be discarded.

There are 6 banner locations along the 2nd floor railings of the lobby areas. They are designated as LBC 1, LBC 2, LBC 3, LBC 4, LBC 5, and LBC 6. Banners may not exceed 3'-0" in height and 8'-0" in length.

LBC Pocket Park--The Pocket Park banner is hung outside on the railing and therefore should be professionally-produced not to exceed 3'-0" in height and 30'-0" in length. The sponsor must provide cable ties and hang the banner itself or submit an Interdepartmental Order (IT) Form to Facilities Services to hang the banner.

McAlister Drive--Sponsors reserving banner space over McAlister Drive must provide Facilities Services with banners that are 30 feet long by 4 feet high with D-ring grommets at each corner.

Stern Hall-- There are 6 banner locations under Percival Stern adjacent to PJ's Stern on the academic quad side. These banner spaces are labeled 1 to 6 and are two different lengths. Banners to be placed in spaces 1, 3 and 5 should measure 3'w x 3'h. Banners to be hung in spaces 2, 4 and 6 should measure 7'wx 3'h.

BOOTH RESERVATIONS AT THE LBC, BRUFF COMMONS AND STERN HALL BREEZEWAY

Only an authorized member of a University Department, Office, or Organization may make a request for a booth location. The authorized member making the request shall hereafter be referred to as the 'Requestor'. The University Department, Office or Organization he/she is representing shall be hereafter referred to as the 'Sponsor'. A booth location may be reserved for 5 days per month per event. Only one booth location may be reserved for a Sponsor for any given day. ***Booths are not allowed in Pocket Park or Pederson Lobby. These areas are reserved for special events and not tabling opportunities.***

Completion of the form does not confirm that a booth is available for use. A booth location is only confirmed when a Computer Reservation Form indicating the request as confirmed has been received by the Requestor, and Adviser if the Requestor is a student. The Lavin-Bernick Center reserves the right to revoke the Sponsor's reservation at any time if the Sponsor fails to abide by the policies set forth. A confirmed booth reservation entitles the Sponsor to use of one of the booths on the reserved date(s). The Sponsor is not assigned to a particular booth space until the day of the reservation. The booths are then assigned on a first come first served basis.

Requests from Sponsors for a booth, at which there will be a Vendor, must be submitted with a completed "Vendor's Agreement." A "Vendor" is considered to be any individual who is not an authorized representative of a University Department, Office, or Organization, and is involved with the distribution or sale of items intended to generate either past, present, or future monetary benefits to the individual, group, or organization. Only one booth space may be used for vendor sales on any given day. Sponsors may only sponsor two vendors per semester. A vendor may be sponsored only once per semester.

Each booth is assigned a specific location in the LBC Nalty Commons, in Bruff Commons on the first floor across from the Bruff Dining Room cashier and in the Stern Hall breezeway across from the main entrance to PJ's Stern. Booths may not be moved from their assigned reservation location. Chairs will be provided upon request. ***Tables & chairs ARE NOT provided to booth reservations in Bruff Commons and at Stern Hall. A table must be provided by the Requestor or Sponsor of that booth space. Tables for these areas should not exceed 6 feet. Absolutely no chairs may be removed from the food service areas.*** Sponsors

using a booth are limited to the booth surfaces only for their display items. Only prepackaged foods not requiring refrigeration may be sold. No additional racks, carts, shelves, easels, etc. may be set up anywhere except on top of the booth. The Sponsor must remain behind the booth at all times. The Sponsor may not approach or call out to persons passing by. The Sponsor must prominently display a sign/banner identifying the sponsoring organization on the front of the booth at all times the booth is in use by the Sponsor. The sign/banner must be taken down at the end of the day and stored by the Sponsor. All signs/banners left on booths will be discarded.

CHALKING GUIDELINES

Chalking is reserved only for recognized student organizations, university departments, academic units, faculty, staff, and students. Chalking must adhere to the following guidelines:

1. Chalking is permitted only on concrete or asphalt (not brick or pavers) sidewalks where the rain can wash away the residue. Chalking under covered areas is prohibited.
2. Under no circumstances may groups or individuals chalk on any horizontal or vertical parts of any campus building or structure, including steps, entry ways, porches and patios, posts, pillars or columns.
3. Liquid or spray chalks are allowed **only if they are water-soluble**.

DISTRIBUTION/SOLICITATION

Tulane University has a No Solicitation policy. Solicitations and promotions are not permitted on campus grounds or in campus buildings, including residence halls. The distribution (handing out to passers-by) of noncommercial, informational materials is allowed outside campus buildings only by recognized student organizations, university departments, and Tulane affiliates, all of whom must receive prior approval by the Office of University Services (106 Reily). The distribution of materials in the LBC is only permitted through the use of reserved booths which are sponsored by a university department or recognized student organization.

INTERIOR BUILDING POSTING

Posting for the interior of all campus buildings is under the purview of the individual building custodian or tenant, and as such, anyone wishing to post in an academic campus facility should first check for the specific policies. A listing of selected campus buildings and the contact information for posting can be found in the appendix of this document.

MAILBOX STUFFING IN BRUFF COMMONS MAILROOM

No longer allowed as of 10/24/08.

PUBLICATIONS

All university publications distributed on campus must be placed in racks, which are reserved for specific publications and are situated only in designated locations. At no time shall any publication be placed on the ground for distribution. In addition, all non-university publications must be approved for campus distribution by the Associate Vice President of University Services and have their own racks as well.

TABLE TENTS

The LBC has two-sided acrylic table-tent holders, as well as napkin dispensers located in the Nalty Commons and Food Court seating areas. They are reserved on a first-come, first served basis to

university student organizations and departments. Due to limited availability each group is allowed to advertise on only half of the total quantity of table tents and napkin dispensers. All table tent designs must be submitted to and approved by the administrative office of the Lavin-Bernick Center. Fundraising efforts or advertising affiliated with elections are not permitted on table tents. Table tents may be displayed for a maximum of one week or seven calendar days. The sponsoring organization or group and contact information must be clearly stated on the table tent. The Information Desk staff is responsible for distributing and disposing of the table tents. All table tent postings must be reserved through Shirley Dymond, sdymond@tulane.edu.

When reserving space in the acrylic table tent holders, your ad should be exactly 4" w x 6" h. If reserving space in a napkin dispenser, see Appendix V.

YARD SIGNS/EVENT PROMOTION SIGNS

The use of yard signs (informational as well as directional) is by approval only and is restricted to selected special events and in designated areas (See Appendix I). In addition the use of yard signs must adhere to the following guidelines:

1. Yard signs will only be allowed for campus programs and departments and the use of these signs may be limited to a designated number of events each semester.
2. All yard signs may not be posted longer than 24 hours in advance of an event and must be removed by sponsoring program or department within 24 hours following the completion of the event.
3. The name of the sponsoring department or organization must be listed on the sign.
4. Schools and large-scale or university-wide events may request special consideration for additional banner space.

VIOLATIONS

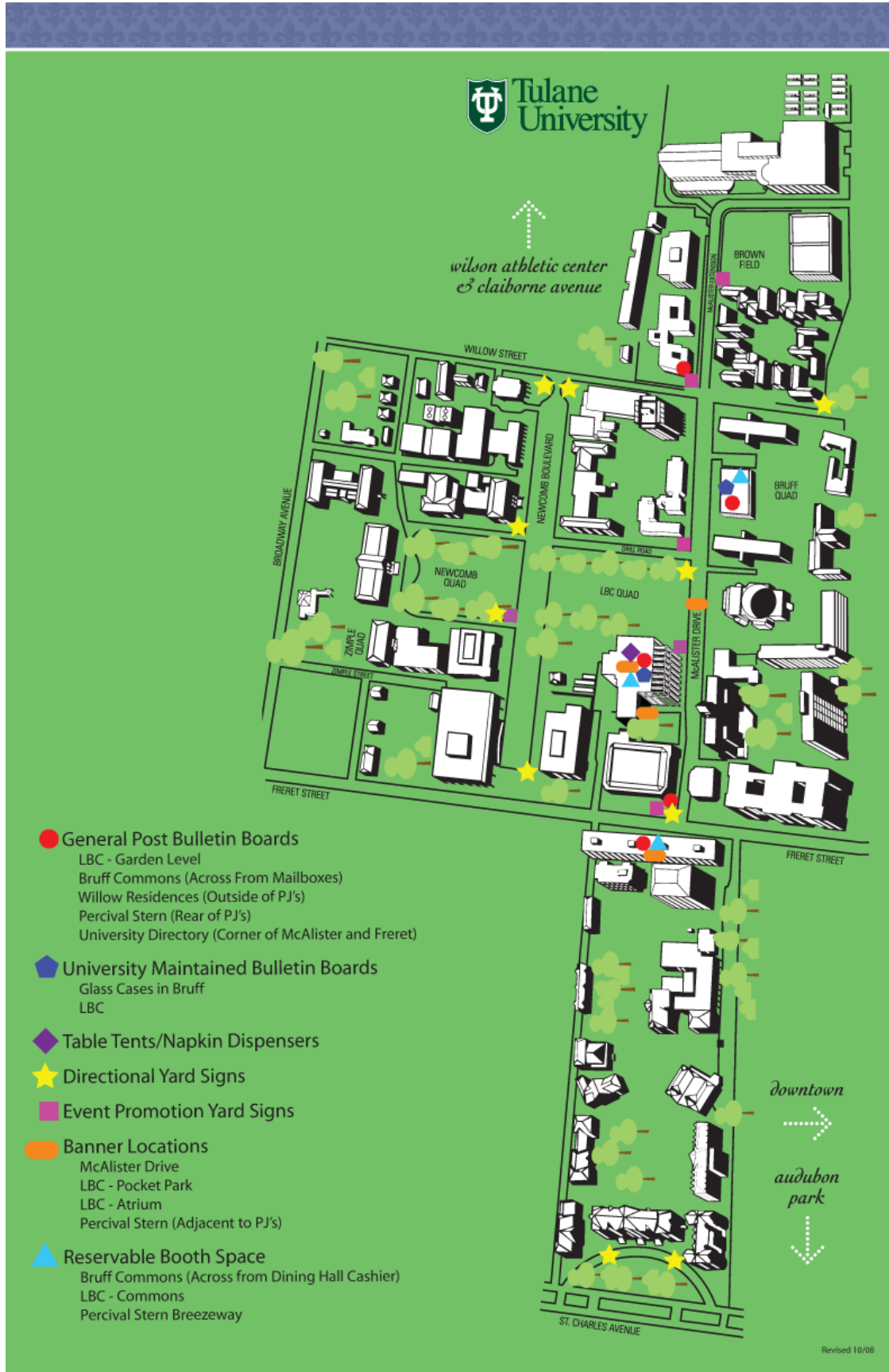
Sanctions for violation of this policy by students and/or registered student organizations include, but are not limited to: fines and/or restitution, loss of future posting and/or facilities use privileges, loss of recognition for registered student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

University employees violating this policy may be subject to disciplinary action by the university. Non-university groups posting anywhere on University property will be subject to criminal prosecution and/or arrest.

APPENDICES

- I. Campus Map with Approved Locations**
- II. Policy for Temporary Signage, Banners, Screens and Postings on Campus Building Exteriors and Campus Property**
- III. Lavin-Bernick Center Posting Policies**
- IV. Housing and Residence Life Posting Policies**
- V. Napkin Dispenser Table Tent Dimensions**

APPENDIX I



APPENDIX II

Policy for Temporary Signage, Banners, Screens and Postings on Campus Building Exteriors and Campus Property

Recently there have been an unusual number of postings of signage and banners on campus buildings and property. The proliferation of banners and other signage has taken away from the buildings' character and has undermined the permanent campus building signage system. Buildings have been physically damaged by incorrect hanging methods. This issue has prompted the issuance of a policy to regulate banners and create appropriate securing methods so as not to damage campus property.

The need to address banner signage is particularly acute for buildings such as Dixon Hall, Gibson Hall, Stanley Thomas Hall, Newcomb Art Building, and other historic and architecturally significant buildings on our uptown campus, as well as for areas of campus such as the Academic Quad and the Newcomb Quad. Special provisions should be made to ensure that these buildings are not irreversibly damaged or their character undermined. The following set of policy guidelines address rules of duration and methods of attachment and shall apply to all campus buildings. Buildings such as the LBC and Reily are major activity centers with "retail" type usage and are transparent enough to allow for certain types of temporary advertising; however, rules of duration and non-harmful methods of attachment apply to signage on these buildings as well.

Definition: Banners are defined as a temporary form of exterior advertising or signage printed on a lightweight material such as cloth/plastic or board, hung by means of a pole, light fixture, ropes, hooks, or from windows.

Intent: The intent of banner signage is to serve as a means to communicate events to the Tulane community, and as such should be temporary and clearly event-related.

Goal: The overall goal of the banner policy is: (a) to protect our buildings from damage, and (b) to control the amount of incidental or non-standard signage.

General Conditions: The policy hereby goes into effect with the following general conditions:

1. Banners identifying groups, departments, or organizations currently in buildings will be removed.
2. Banners shall only be event-related.
3. Banners shall be allowed to hang for a fixed period of time not to exceed three days prior to the event and the day(s) of the event itself.
4. Banners are to be hung in a manner that does not damage the building, e.g., with a rope pulley system. Facilities Services will install permitted banners using accepted installation methods as determined by Facilities Services.
5. Banners shall not cover windows or obstruct views into a building.
6. Light pole banners shall be approved by the Office of University Services in coordination with the Office of Communications with appeals directed to the Campus Design Review Committee (CDRC).

Specific Guidelines for Departments to Apply for Banner Requests:

1. A banner location may be used for up to three days prior to the event it is publicizing plus the day(s) of the event itself. In the case of Orientation and Commencement, banners may be

hung a week ahead and taken down a week after the event. It is the responsibility of the organization to hang and remove its banner. Organizations are encouraged to limit the frequency of banners.

2. To arrange for use of a banner location, the organization needs to submit a banner request form to the Office of University Services. Exact wording, description of the illustration and duration must accompany the request. The Office of University Services in coordination with the Office of Communications will approve or deny the request based on availability of space and compliance with policy standards. The approved request will be forwarded to Facilities Services for installation.
3. Banners to be hung at the LBC, Stern Hall, and over McAlister Drive should be directed to Shirley Dymond, Administration and Reservations, LBC/Student Centers, (504) 865-5196 or x 5196.

Applicability:

1. All student organizations, university and academic entities are subject to the Banner Policy.
2. The CDRC reserves the right to coordinate or limit locations and sizes of banners.

APPENDIX III

LBC General Posting Policies

Postings must be approved, stamped, dated, and hung by the Information Desk Staff and are limited to two per authorized bulletin board. Postings are not permitted on doors, windows, or the walls of the Center. All postings must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed on the posting. Postings cannot be larger than 14" x 22" and will be limited to two weeks. Permission may be obtained to hang banners in approved spaces from the Office of Administration and Reservations and will be hung by the Information Desk Staff. **Chalking on the walls, patios, porches, bricks, pavers and entryways is not permitted.**

APPENDIX IV

Housing and Residence Life Posting Policies

Posters, messages, flags, message boards, and other media to be distributed within the residence halls must be approved by the Housing department prior to distribution and/or posting in residence hall areas. Persons or groups seeking approval should bring **one** (draft) copy of the proposed posting to the Housing and Residence Life office on the first floor of Irby Hall.

If the posting is approved for distribution/posting, it will be stamped with the departmental approval logo PRIOR to being returned to the applicant for additional copies to be made. Additional photocopies – bearing the approval stamp – should be returned to the Housing and Residence Life office. These copies will in turn be distributed to the residence halls for distribution and posting by the Residence Life staff. **Distribution and posting is handled exclusively by Residence Life staff.**

Postings not bearing the approval logo will be removed from residence hall boards, and may result in the posting's sponsor being denied approval in the future. Students are free to post signs, artwork, advertisements, etc. in good taste on the exterior side of the door to their individual room. Resident Advisors may ask students with inappropriate postings on their doors to remove them.

APPENDIX V

Tulane University  Dining Services

We want YOUR feedback! ^{6.25"}

Students: please come tell us how we're doing and give us fresh ideas.

Free food & 1 free meal card per person.

WHERE: 1834 Club (upstairs in LBC)

WHEN: Wed, Oct 1 @ 5:00PM

^{3.75"}

www.diningservices.tulane.edu

^{4.25"}