

POSTING POLICY

Posted or distributed materials do not necessarily reflect the opinions of Tiffin University.

The Director of Student Engagement or designee must approve materials distributed through campus mail. Any materials from off campus businesses or organizations will not be distributed through the mail. They may however be posted on campus bulletin boards or distributed to central locations within the residence halls, campus center and academic buildings with prior approval from the Director of Student Engagement or in her/his absence the Dean of Students or designee according to the guidelines listed below.

Sponsors of printed materials must boldly display their name on all said literature. Posters regarding sales, rental properties, job listings, etc. must identify the name of the sponsoring person in addition to the phone number and an expiration date for the information.

POSTED MATERIALS AND DISTRIBUTION

Posting is limited to designated bulletin boards provided by Tiffin University in public areas of academic buildings, the campus center, residence hall lobbies, television lounges, vending areas, etc. Materials may be distributed by third party organizations on campus, however, proper permission must be granted by the Director of Student Engagement or his/her designee. Floors, table tops, trees, interior walls, exterior walls, lampposts, doors, windows, cars, trash receptacles, signposts, and telephone poles are NOT designated posting areas. (Areas around individual offices and residence hall rooms may be excluded - check with the Director of Student Engagement if there is a question.)

- Permission for any exception to this policy must be obtained from the Director of Student Engagement, the Dean of Students or his/her designee.
- Only registered campus organizations and college departments may post materials in classrooms.
- One piece of printed literature per event will be allowed in any one designated posting area.
- All posted literature is to be removed by the sponsor within 24 hours following the conclusion of the event.
- Posters and other printed literature other than banners will be limited to dimensions of 11" x 17" or smaller unless authorized by the Director of Student Engagement.
- Other equipment such as easels, tables, and chalkboards are available through the Gillmor Student Center for special displays or for use in rooms where bulletin boards are unavailable.
- Yard signs are not permitted on University property.
- Large signs, banners or displays of any kind may not be posted outside of campus buildings without prior approval of the Director of Student Engagement.

Chalking Sidewalks: In order to maintain the cleanliness of the campus, chalking on sidewalks is prohibited on the Tiffin University campus.