



<b>Title:</b> <b>Posting Information: Posters/Flyers Policy</b>	<b>Policy Category:</b> <b>Facilities</b>
<b>Issuing Authority:</b> <b>Administration &amp; Finance</b>	<b>Responsibility:</b> <b>Administration &amp; Finance</b>
<b>Publication Date:</b> <b>11/15/2022</b>	<b>Next Review Date:</b> <b>11/15/2025</b>

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

### **Policy Statement/Background:**

None

### **Policy:**

It is the policy of the University that all informational materials that require posting are to be regulated through each building and monitored by each respective Building Manager.

Members of the campus community may, upon receiving University authorization, advertise on-campus events on designated bulletin boards and posting areas. Notices may not be placed on automobiles, windows, doors, wood, brick, concrete, asphalt or painted surfaces. The event sponsors must remove advertising within two business days following the event and are responsible for any damages incurred in the process. Additional restrictions for advertising in the Stony Brook Union, Student Activities Center, and the residence halls/apartments may apply.

### **Procedures**

Bulletin boards are intended for Stony Brook University Community use only. Only recognized student organizations and departments can post flyers on bulletin boards.

- Only one poster per bulletin board is allowed.

- Campus organizations are responsible for removal and disposal of material at the conclusion of their event.
- Information printed in any language other than English must include English translation.
- Do not obstruct other flyers on boards.
- Flyer size is not to exceed 11" x 17".

Flyers are not to be attached in any way to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks, trees, or bus shelters. If flyers are found in unauthorized locations, the Building Manager, University Police, or Campus Maintenance and Operations will promptly remove and dispose of flyers and bill the cost of removal to the responsible individual and/or group.

**Procedures for the Student Activities Center, Stony Brook Union, Wang Center, & Administration Building**

Bulletin boards are intended for Stony Brook University Community use only. All posters, flyers, and table tents must be stamped "Approved for Posting", by the respective Building Manager. Only recognized organizations can post flyers on bulletin boards. Flyers are not to be attached in any way to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees. If flyers are found in unauthorized locations, the Building Manager will remove and dispose of them.

- Date, time, and location must be confirmed prior to approval.
- Only one poster per bulletin board is allowed.
- Campus organizations are responsible for removal and disposal of material at the conclusion of their event.
- Information printed in any language other than English must include English translation.
- Do not obstruct other flyers on boards.
- Flyer size is not to exceed 11" x 17".
- Table tents are permitted in dining room areas. Table tents will be limited to one per table and require approval with stamp.

Individuals or groups seeking approval for posting flyers may contact the appropriate Building Manager by visiting the below listed locations.

**Note:** It is advisable to call before dropping off materials.

Building Name	Office Location	Contact Information
Administration Building	221 Administration	(631) 632-6356
Charles B. Wang Center	207 Charles B. Wang Center	(631) 632-1941
Stony Brook Union	205-38 Stony Brook Union	(631) 632-6730
Student Activities Center	107 Student Activities Center	(631) 632-6730

### **Procedure for Residence Halls/Apartments**

The Division of Campus Residences has established the following guidelines concerning the posting of flyers, posters, and other materials in residence hall/apartment areas. These guidelines supplement the University's policy concerning posting, which is found in the Code of Student Responsibility (III.A.3).

- Groups wishing to post flyers in the residence halls/apartments should leave posters in the Division of Campus Residences (Attention: Associate Director of Residential Programs). Residential programs staff will post signs if they are received at least 48 hours prior to the onset of the advertising campaign.
- Groups who post signs on windows, doors, or other unauthorized locations will be reported to the Office of Student Conduct and Community Standards. All signs which are improperly posted will be removed by Residential Programs staff.
- Posters which promote or display alcohol products will not be posted.

### **Requirements**

Credit card advertisements will not be approved; neither will advertisements for solicitation of alcohol.

### **Definitions:**

None

**Contact:**

Additional information about this policy is available here:

**Office of Administration & Finance**

221 Administration Building

Stony Brook, NY 11794

(631) 632-6100

**Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Building Manager Program Policy](#)
- [Building Manager Contact List](#)
- [Fundraising and Solicitation on Campus Policy](#)
- [Sign Standards and Management Policy](#)
- [Code of Student Responsibility](#)