



Title: Posting Information: Posters/Flyers Policy	Policy Category: Facilities
Issuing Authority: Administration & Finance	Responsibility: Administration & Finance Division of Student Affairs
Publication Date: 08/13/2024	Next Review Date: 08/13/2027

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 to ensure that recognized student clubs and organizations, University programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including flyers and posters (these terms will be used interchangeably herein). Postings are to be regulated through each building and monitored by each respective Building Manager(s) (see full list [here](#)).

Members of the campus community may, upon receiving University authorization, advertise on-campus events on designated bulletin boards and posting areas (i.e. those found in communal spaces). Additional rules for advertising in the Campus Life Centers (e.g. Stony Brook Union, Student Activities Center, Bauman Center, etc.) and the residence halls/apartments may apply (see below). This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations where posting generally requires permission of that group.

Notices may not be placed on or attached in any way to the following: automobiles, windows, doors, wood, brick, concrete, asphalt or painted surfaces, wall surfaces, glass surfaces, floors, traffic signs, light poles, sidewalks, trees, or bus shelters. The University prohibits all chalking in/on all University facilities, grounds, and surfaces. Light projections may not be displayed on any University building or structure without seeking express written permission from the Vice President for Student Affairs and/or Vice President for Facilities & Services, as appropriate.

The group that posted the posters must remove them within two business days following the event and are responsible for any damage incurred in the process. Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action. If posters/flyers are found in unauthorized locations, the Building Manager(s), 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.

General Procedures

Bulletin boards are intended for Stony Brook University Community use only. Only recognized student clubs and organizations, departments, offices, or organizations may post flyers on designated bulletin boards, and must follow the following parameters:

- Only one poster, per group, per bulletin board is allowed.
- The poster is responsible for removal and disposal of their flyers, preferably at the conclusion of their event, but within two business days following the event.
- Information printed in any language other than English must include English translation.
- Flyers may not obstruct other flyers.
- Flyers may not exceed 11" x 17".

Additional Parameters for Campus Life Centers

Additional parameters for the Campus Life Centers are as follows:

- Date, time, and location of the posted event must be confirmed prior to approval.
- Only one poster, per group, per bulletin board is allowed.
- The poster is responsible for removal and disposal of their flyers at the conclusion of their event.

- Information printed in any language other than English must include English translation.
- Flyers may not obstruct other flyers.
- Flyers may not exceed 11" x 17".
- Table tents are permitted in dining room areas. Table tents will be limited to one per table.
- Quarter sheets are not permitted to be left on surfaces, floors, tables, etc.

Additional Parameters for Residence Halls/Apartments

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

- Students are generally prohibited from posting hard copy posters/flyers in the residence halls/apartments.
- If a student club or organization is collaborating on an event with Campus Residences staff, postings are permitted in conjunction with the area they are working with.
- Posters that promote or display drugs, alcohol or other illicit items are not permitted.
- Registered student clubs and organizations may contact residential_marketing@stonybrook.edu to request that flyers be posted digitally through SCALA monitors for residential buildings.
- University programs, departments and units may contact residential_marketing@stonybrook.edu to request that flyers be posted digitally through SCALA monitors for residential buildings. Requests for distribution of printed flyers should be made to residential_marketing@stonybrook.edu; printed materials must be delivered to Campus Residences three weeks prior to the anticipated posting date.
- Unauthorized postings will be removed by Residential Education staff.
- If students are found posting unauthorized flyers, promotional materials, etc., residential building staff will document and the student will be referred to the appropriate conduct process.
- If non-students are found inside the residence halls/apartments distributing or posting flyers, promotional materials, etc., those individuals will be informed they cannot do this and directed by staff to leave the building. If non-compliant, Stony Brook University Police may be called to address trespassing.

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

Division of Student Affairs

222 Student Activities Center
Stony Brook, NY 11794-2800
(631) 632-7126

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](#)
- [Campus Life Centers: Policies, Procedures & Regulations \(2024-2025\)](#)