

<b>ADMINISTRATIVE DIVISION</b> Student Development		<b>POLICY NUMBER</b> 552
<b>POLICY TITLE</b> Campus Posting & Publicity		
<b>DATE OF REVISION</b> March 5, 2025		
<b>RESPONSIBLE OFFICER</b> Director of Campus Recreation and Student Life		<b>ADMINISTRATIVE OFFICE</b> Student Life

## **PURPOSE**

This policy provides faculty, staff, students, and other members of the University of South Carolina Beaufort (USCB) community with guidelines for posting on university property. USCB reserves the right to remove any posting deemed inappropriate or incongruent with the mission and values of the institution. The contents of postings will not generally be restricted unless it violates the law or any established USCB rule or procedure, falsely defames an individual or group, constitutes a true threat or harassment, or is in some other manner incompatible with the appropriate functioning of the University. Further, no posting on USCB property may promote the use of alcohol/illegal drugs or advertise events where the primary purpose of said event would be the consumption of alcohol/illegal drugs.

## **DEFINITIONS**

Posting - the placement of messages by any media for the purpose of marketing, promoting, solicitation, advertising, order-taking, sales, proselytization, and campaigning (political or other) for a future event, meeting, product, or service.

## **PROCEDURES**

### **Posting Locations and Allowable Content**

- Campus Center Student Lounge – USCB Content Only – 1 board
- Library Stair Wells – USCB Content Only – 4 boards
- Library Front Entrance– USCB and Community Content Allowed – 1 spinning board
- Sci/Tech Building South Entrance – USCB and Community Content Allowed – 1 spinning board
- Hargray Building East Entrance – USCB and Community Content Allowed – 1 spinning board
- Hargray Building West Entrance – USCB and Community Content Allowed – 1 spinning board

Posters/Flyers may **not** be posted to walls, doors, or any other non-bulletin board space. If posted anywhere that is not listed above, the poster/flyer will be removed immediately.

### **USCB Requirements & Length of Posting**

- Posters/flyers must be no larger than 8.5 x 11 inches
- Name of sponsoring organization or office and a contact email must be listed on each poster/flyer. The spelled- out organization name is preferred, but Greek letters, acronyms, and logos will be accepted if these clearly identify the sponsor.
- Only one poster/flyer per event is allowed on each bulletin board.
- Posters/Flyers are to be posted no earlier than one week in advance of the event. If they are posted more than a week in advance, they will be taken down and asked to be re-hung at the appropriate time.
- After an event, each organization will have 48 hours to remove their poster/flyer. Failure to do this multiple times will result in loss of being able to hang flyers.
- Placing posters/flyers overtop other posters/flyers will not be tolerated and may result in loss of

being able to post.

- If the poster/flyer is not for an event, it must be dropped off to Mollie Jones in Campus Center 116. These will be stamped with the date and be allowed to be hung for 30 days\*

### **Community Requirements & Length of Posting**

- Any outside entities wishing to post on the community bulletin boards should drop their posters/flyers off to Student Life in Campus Center 116.
- Posters/Flyers must be no larger than 8.5 x 11 inches.
- Name of organization or office and a contact email must be listed on each poster/flyer, or it will not be posted.
- Each community poster/flyer will be stamped with the date and may remain up for 30 days or until the event has passed; whichever comes first.
- Posters/Flyers that have not been stamped and approved will be removed immediately.

### **HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
July 31, 2007	New Policy Approval
March 5, 2025	Updated policy in alignment with current procedure