



CAMPUS POSTING POLICY

The Office of Student Activities and Union Services is the designated campus office to approve posting of any flyers in campus and academic building at the State University of New York at New Paltz. Any person or persons, organization and/or affiliation advertising events, providing information, student campaigning for positions related to SA, UGA, NRHH, and/or RHSA, and/or informing campus community, or distributing publicity must follow the following policy for posting of information.

COMMON RULES ON POSTING

- All posters must state "Sponsored by (your organization)."
- Flyers by student clubs must have one of the following endorsements on the face of the flyer:
 - SA Recognized, UGA Recognized, or RHSA Recognized
- Posting flyers on doors, windows, stairwells, or walls in campus facilities is strictly prohibited as these are fire hazards.
- Each individual posting gets stamped. Photocopying a stamped poster for the purpose of additional posting is not permitted.
- No promotional material will be approved if alcohol is advertised in such a manner as to promote high-risk or underage drinking.
- Posting must not be obscene, libelous, slanderous, racist, sexist, or otherwise offensive to the diverse campus community.
- Please be advised that the office of Student Activities and Union Services must acknowledge all distributed information in advance of posting and be provided a black and white copy.
- Do not post publicity information unless you have a confirmation number for the space. Your promoting of an event does not confirm or allow for you to have the space you are promoting.
- Please do not post on department specific (and marked) bulletin boards as they are not public bulletin boards.
- The use of chalk, washable paints, crayons, markers, pens, pencils, carvings, etchings, sketches or any other forms of graffiti are not permitted on campus property without prior approval from the Office of Student Activities and Union Services and the Office of Facilities Operations.
- Posting of local, state, and federal political campaign materials is prohibited. See Student Activities and Union Services for more details. Also visit the [SUNY New Paltz Policy on Political Campaign Activities](#).
- Organizations not associated with SUNY New Paltz may not post information in any campus building. Outside organizations are only permitted to post on exterior bulletin boards and the two public boards. Public Boards are located in the following buildings:
 - Haggerty Administration Lower Level (across from the Mailroom)
 - Student Union Lower Level (in the elevator lobby)
- Any violation to the above policy will result in a charge for clean up.

GETTING YOUR POSTING APPROVED

- All flyers, advertisements and postings must be approved by the Office of Student Activities and Union Services in Student Union 211. Failure to obtain the Student Activities approval stamp will result in the removal of your postings.

- The Office of Student Activities and Union Services will only approve (stamp) up to 50 copies of a posting/flyer as this is sufficient quantity to post on all approved bulletin boards on campus.
- Flyers will be reviewed to make sure they do not violate any of the posting policy. Groups can pick up flyers dropped off previously after 3:00 PM of the day they were submitted for approval.

SPECIFIC RULES POSTING IN THE RESIDENCE HALLS

- To distribute information to residence halls, a maximum of two-piece per hall can be distributed by dropping off materials at The Office of Residence Life located in Capen Hall.

SPECIFIC RULES FOR POSTING IN THE STUDENT UNION

- Posters may not exceed 18" by 24" in size. Posters large than this will not be approved.
- We accept the following quantities of flyers for the Student Union:
 - On Campus Event: 5 (includes the Big Board)
 - Club Meeting: 2
 - Campus Services: 1
 - Public Posting: 1
- A member of the Student Activities and Student Union staff will post your flyer(s) in the Student Union within 24 hours of drop off and approval. It is up to the sponsoring group to post their flyers in other campus facilities.
- Flyers posted in the Student Union not approved and/or are not posted by a staff member in Student Activities and Union Services will be removed.
- There is a limit of 1 flyer per event per bulletin board (different flyers for the same event will not be allowed).

POSTING IN OTHER CAMPUS BUILDINGS AND FACILITIES

- All other locations on campus for the purpose of providing information can only be displayed on interior and/or exterior bulletin boards. The maximum of 2 pieces of information are allowed per bulletin board.
- Flyers may not exceed 11"by 17" in size. Flyers larger than this will not be approved.
- Please be considerate and do not overlap
- The Office of Student Activities and Union Services will approve table tents for food service areas. Food Service reserves the right to limit the number of table tents displayed at one time.