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Policy: Posting Policy  
Policy No: 3.34  
Approved: Sept. 2024

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## **Policy Statement**

It is the policy of the State University of New York (SUNY) to ensure that recognized student 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.

## **Rationale**

SUNY Sullivan reserves the right to manage posting and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

## **Applicability of the Policy**

This policy sets forth the requirements for all student organizations, university programs, departments, and units recognized by SUNY Sullivan that wish to post items on campus general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally requires permission of that group.

For policy on entities and individuals who wish to use SUNY Sullivan facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Facilities Regulation Policy.

## **Procedures**

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations. [Promotions for events not sponsored by SUNY Sullivan must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by SUNY Sullivan, and receive approval from the Office of Communication prior to posting on college property.

Posted items are to be posted only on general-use bulletin boards identified for this purpose.

Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; promotion of events that advertise alcohol or drugs or any event that violates the law and/or the SUNY Sullivan code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, university program, department and/or unit.

Postings may not be placed over current/valid postings of other organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.

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.

### **Contacts**

Questions related to the daily operational interpretation of this policy should be directed to the Office of Communications.

### **Related Documents / Policies**

Facilities Regulations Policy