



# Boston College **POSTING POLICY**

Student Programs Office

All student club/organization postings on the Boston College Campus must be approved and stamped. Postings must contain all information that is relevant to the event. The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. We reserve the right to make decisions regarding the approval of what is to be posted.

## FLYERS/POSTINGS

### REQUIREMENTS

- Pertain to and be sponsored by a **registered Boston College student club/organization**
- **Normal size is 8½" x 11" or smaller**
- **Limited larger postings are permitted; please see bullet #5 for more details.**
- A **blank 2" x 2" space in the bottom right corner** for the approval stamp (quarter sheets exempt)
- **Boston College contact name and either a phone number, email address, or website address**
- **Submit the information to the Student Life Calendar** at [www.bc.edu/studentevents](http://www.bc.edu/studentevents),
- **PLEASE NOTE:** In special circumstances such as UGBC elections, additional posting requirements may apply.

### APPROVAL PROCEDURE

1. An original copy of the posting must be brought to Campanella 242 for approval **BEFORE** making copies. Postings are approved at 12 noon and 4 p.m., Monday through Friday.
2. Once the postings are approved and the copies have been made, return to Campanella 242 to stamp the copied flyers.
3. There is a **maximum of 200 postings per event** (quarter sheets must be approved but do not have to be stamped). Postings will be stamped for up to two weeks.
4. A copy of all approved postings will be kept by SPO.

**PLEASE NOTE:** Photocopied stamps ARE NOT acceptable proof of approval and violate the Posting Policy. Any flyer or banner that has a photocopied stamp will be taken down and the club/organization may lose privileges to post.

1. **What Can I Post With?** Scotch tape and regular masking tape are the only types of tape and/or adhesive that may be used. NEVER use stickers, duct tape, packing tape, or "fun tack" type materials. If the approved posting area is a surface where tacks, staples, etc. may be used (such as bulletin boards), those are appropriate ways to post flyers.
2. **How Long Can My Posting Stay Up?** Flyers posted in approved locations will be permitted to remain until the day following the event. The sponsoring group should remove all flyers in approved locations within 24 hours after the event has taken place. Recycling is encouraged!
3. **Where Can I Post?**
  - **O'Neill Stairwell:** There is a maximum limit of **10 postings per event in the O'Neill Stairwell**. Postings are allowed on the two side walls but are NOT ALLOWED on the overhang wall or on the stairs and railings.
  - **McElroy Stairwell "This Week at BC":** There are designated areas to post one flyer per event for events occurring during that week. Other areas in McElroy that are approved for posting are the main lobby in addition to the ATM and mailbox areas. To be fair to all clubs and organizations, we ask that each group limit themselves to a **maximum of 10 postings per event in McElroy**.
  - **Flat Screens:** Clubs can have their events advertised on the flat screen TV's around campus. Go to [ugbc.bc.edu](http://ugbc.bc.edu) for more information.
  - **Academic Buildings** There is one What's Up Bulletin board in each academic building. The bulletin board locations are: Carney 1st floor, Cushing 1st floor, Devlin basement, Fulton 2nd and 3rd floors, Gasson 1st floor, Higgins 3rd floor, Lyons basement, Merkert 1st floor, and McGuinn 1st floor.

(continued on other side)

(continued from other side)

- **Dining Halls:** Postings must be approved by the manager of each particular dining hall.
- **Plex:** See the supervisor of the Plex for permission to post.
- **Residence Halls:** Bring postings to Residential Life in 21 Campanella Way, Suite 220. Maximum of 147 postings per event.
- **Robsham Theater:** Postings must be approved by Howard Enoch in Robsham Theater. Maximum of six postings per event.
- **Outside:** The designated two-sided and three-sided kiosks throughout campus.

4. **Where Can I Not Post?**

- Bus stops or emergency call boxes
- Glass, brick, or painted surfaces
- Sidewalks, stairs, or railings
- Bathrooms
- Conte Forum, O'Neill Library, or Bapst Library
- Commonwealth Avenue or Beacon Street Garages

5. **May I Display Postings Larger than 8 ½" x 11"?**

- No more than 20 legal (8 ½" x 14") or tabloid (11" x 17") sized postings are permitted.
- There is a maximum limit of 2 large postings per event in the O'Neill stairwell and 1 large posting per event in McElroy.
- Large postings should not be hung on kiosks around campus.

6. **How Will Violations Be Handled?**

Facilities Services monitors postings on campus. Postings or banners that do not adhere to any part of the posting policy will be removed and the organization will be contacted. Repeat violations may result in revoking privileges to post flyers/banners in the future. **Fines:** Any postings on bus stops or Emergency Call Boxes may result in a \$100 fine for the offending club.

---

## BANNERS

### REQUIREMENTS

- Pertain to and be sponsored by a **registered Boston College student club/organization**
- A **blank 2" x 2" space in the bottom right corner** reserved for the approval stamp
- **Boston College contact name and either a phone number, email address, or website address**
- **Submit the information to the Student Life Calendar.** Go to [www.bc.edu/studentevents](http://www.bc.edu/studentevents).
- **PLEASE NOTE:** In special circumstances such as UGBC elections, additional posting requirements may apply.

### APPROVAL PROCEDURE

1. Before creating a painted banner, a student group representative must go to Campanella 242 to pick up a plastic drop sheet to lay under the banner. Facilities Services requires the plastic sheets so that concrete surfaces will not be damaged.
2. Banners **MUST** be created outdoors. Banners **CANNOT** be painted inside Campanella, McElroy, or any other building.
3. All banners must be brought to Campanella 242 for approval and stamp. Please be sure paint is dry before being brought to SPO.
4. Only rope (no tape of any kind) can be used to hang banners.
5. Banners may hang for up to seven days.
6. **The student group is responsible for removing the banner on the stamped removal date.** Banners that are not removed are considered a posting policy violation and may result in the loss of future privileges.

### APPROVED BANNER LOCATIONS

- For each event, student groups may hang up to three banners: two on main campus and one on Newton campus. On main campus, a banner may be on the Quad or the Dustbowl **but not both at the same time.**
- **Banners must be hung within the walls of the Chestnut Hill and Newton campuses.** Banners should not be visible from outside campus (e.g., no banners are permitted on Beacon Street, St. Thomas More Drive, or Commonwealth Avenue).
- **Banners can be hung on parking garages or between trees as long as they do not interrupt the traffic flow of vehicles or pedestrians, and are not hung up by tape.** Banners may not be hung on buildings or in front of Robsham Theater.

FOR MORE INFORMATION: Student Programs Office, 21 Campanella Way, Suite 242  
617-552-3480 [www.bc.edu/spo](http://www.bc.edu/spo)