

IU Northwest Posting Policy – April 26, 2013

This policy attempts to monitor communications consistent with University standards, policies and campus aesthetics.

Bulletin boards outside university offices and departments are intended for information related to those offices. All other bulletin boards are under the supervision of the Office of Student Activities.

There are large bulletin boards in Savannah Center, Moraine Student Center and other campus buildings for the purpose of displaying materials concerning events, meeting notices and general information. The glass-enclosed boards in Savannah and Moraine may be used by IU Northwest entities or groups, subject to approval by the Office of Student Activities. To reserve a glass-enclosed case, contact the Office of Student Activities at 219-980-6792.

Regulations

1. All materials posted on non-departmental bulletin boards must be approved by the Office of Student Activities and must display the *Approved Office of Student Activities* stamp. Approval is also needed to display table tents in the Moraine cafeteria or library café.
2. A sign may not exceed 11" x 17".
3. No more than one sign per bulletin board is permitted.
4. The only approved area to display any materials is on a bulletin board. Absolutely no posting of flyers or objects on wood paneling, glass doors and entryways, metal or painted walls or doors.
5. Any material posted on areas other than those designated will be taken down and disposed of without exception.
6. Each individual or group is responsible for removing its signs two weeks from the approval date or the day after the conclusion of the advertised event.
7. Contact the Office of Student Activities for student election poster regulations.
8. Posting shall not be attached to vehicles in any way.
9. Any exceptions to these policies must be approved by the Office of Student Activities.

Chalking

Sidewalk chalking is permitted if it is approved by the Office of Student Activities and complies with the posting policies above as well as the following:

1. Chalking may be utilized by registered student organizations and University departments and is only permitted on outdoor concrete sidewalks that are exposed to the weather and can be easily washed away by rain. Do not chalk steps, vertical surfaces, landscaping, bricks or rocks.

2. Chalk must be water soluble, washable and non-toxic, and clearly identified as “sidewalk chalk”.
3. Chalking must be clear and legible and must bear the name of the student organization if applicable.
4. Chalk is not permitted on the colored concrete located at the north and south entrances of the library.

Interior Banner Posting

Banner space is available in Savannah Center to advertise IU Northwest campus programs and events.

1. Space is on a first-come, first-serve basis.
2. Banners must be 6’ W and 2’ L with four (4) grommets on the top side for hanging.
3. Requests will be accepted on a case-by-case basis, as space is available.
4. There is a 14-day limit for banner displays.
5. All banners will be installed and taken down by the IU Northwest Physical Plant staff.

Contact the Office of Student Activities to place your request to hang a banner.

Postings that advertise alcohol, drugs, tobacco, implied illegal activities (including gambling), or sexually suggestive or harassing content are not permitted. Any individual, club or organization in violation of this policy will be subject to University disciplinary action and/or legal action.

Outside Organizations

Area colleges, universities and other outside groups, except for political candidates, parties, or action committees, will be allowed to post materials concerning their events subject to the above regulations. For guidelines and restrictions on outside political activity, please refer to Indiana University’s *Guidelines for Political Campaign Invitations, Events, and Activities*, which can be found at <http://www.gov.indiana.edu/policies/index.shtml>.

Exterior Signage

All exterior signage must be approved by the University Architect’s Office in Bloomington and is generally not permitted. Campus organizations and departments wishing to purchase exterior banners are strongly encouraged to consult with the Director of Physical Plant prior to contacting the Architect’s Office and IU Purchasing for approval and purchase. Not all banners will be installed by Physical Plant and may require the department or organization to arrange for installation by an outside contractor.

For more information on exterior banners, refer to

<http://www.indiana.edu/~purchase/resources/procedures.shtml#banner>.

Note: any usage of the block IU, signature mark, RedHawk logo, or other IU Northwest trademark, outside of normal stationary usage must be approved by the Office of Marketing and Communications. Go to <https://www.iun.edu/marketing/forms/logo-request.htm> to submit a request.