

Effective Date	8/21/2024
Policy Number	STU-PL-101
Sponsor	Vice President of Student Affairs
Responsible Office	Campus Life Office (Student Engagement & Inclusion)
Next Review Date	10/1/2024

I. REASON FOR POLICY

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.

II. POLICY STATEMENT

Rationale

SUNY Fredonia 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 Fredonia 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. This policy does not apply to residence halls or other University-managed housing, which are governed by the SUNY Fredonia Office of Residence Life.

Procedures

All student organizations, academic and departmental offices, and individual faculty and staff who wish to advertise sanctioned events and programs on the Fredonia campus must obtain a posting stamp for their poster/flyer from the Campus Life Office before it is hung.

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. Posted items are to be posted only on general-use bulletin boards identified for this purpose. General-use bulletin boards can be found on the first floor entrances of the Williams Center and the columns outside of Reed Library and some academic buildings. Content on Fredonia's digital signage monitors are subject to guidelines on the [BLUEview](#) Network webpage.

Business and other Commercial Enterprises:

Business and commercial vendors are permitted to advertise on campus, but with the following restrictions:

1. All business and commercial postings will be limited to the general "open bulletin boards" on the McEwen Hall columns outside of the library.
2. Business and commercial posters/flyers must receive the approval of, and receive an "Approved for Posting" stamp from the Campus Life office.
3. Landlords wishing to rent their facilities to students are required to include their name and phone number on the poster/flyer.
4. Individuals looking to sell personal items such as cars, computers or other merchandise must list the seller's name and phone number on the poster/flyers.

Promotions for events not sponsored by SUNY Fredonia 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 Fredonia.

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 Fredonia code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, university program, department and/or unit. Chalking may occur on sidewalks limited to Residential areas, with prior approval from the Office of Residence Life. All posters/flyers are to be in direct proportion to the bulletin boards and at no time exceed 19" x 32." Posters may be displayed for a maximum of two weeks prior to the event. It is the responsibility of event organizers to remove the posters immediately after the event has concluded. Both stipulations are intended to provide equal advertising space to other event organizers.

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 Campus Life at (716) 673-3143 or Campus.Life@fredonia.edu.

III. RELATED DOCUMENTS, FORMS AND TOOLS

[Code of Conduct](#)

IV. DEFINITIONS

There are no applicable terms or definitions for this policy.

V. CONTACT & ENFORCEMENT

ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	Campus Life Office	(716) 673-3143	Campus.Life@fredonia.edu
Enforcement	Student Engagement & Inclusion	(716) 673-3398	SEI@fredonia.edu
Policy	University Policy Office	(716) 673-4828	policy@fredonia.edu policy.fredonia.edu