



**AUBURN UNIVERSITY
AT MONTGOMERY**

Guidelines for Posting Signs on Campus

Effective:	August 2021
Prior Versions:	N/A
Responsible Office:	Office of Student Affairs (The Resource Center); Academic Deans
Review By:	

I. Purpose

To maintain uniformity and appropriateness of signs and postings on campus.

II. Policy

1. All posters, flyers announcements, advertisements, signs and other such items placed in public areas on campus must be approved and date stamped by the Resource Center.
 - i. The Resource Center - Approves signs for all student groups and organizations.
 - ii. Academic Deans or their designees will approve academic related flyers and forward to the Resource Center for date stamps.
 - iii. All postings will be date stamped and must be removed within 48 hours after date of expiration.
 - iv. Flyers/posters may be posted seven days prior specified date of the event.
 - v. Up to 35 flyers/posters allowed for AUM student groups/organizations. Limit 1 flyer/poster per bulletin board.
 - vi. Posters/flyers should maintain an 8.5 x 11.5 format. Marketing materials should not exceed 11 inches x 17 inches.
 - vii. Sidewalk Chalk- Washable sidewalk may be used on designated sidewalks (see Resource Center for approval and list of locations).
 - viii. Sheet signs- may be hung in designated outdoor spaces only (see Resource Center for approval and list of locations).
2. All bulletin boards will be clearly labeled as "Student Events" or "Staff & Faculty Only." Staff and faculty boards are reserved for university staff and faculty only. Student groups and organizations can utilize all boards marked as student events.
3. Signs may not be attached to a painted surface such as walls & columns
4. Signs may not be placed on glass or doors anywhere on campus.

5. Signs may not be attached to traffic signs, buildings, or other permanent structures.
6. Individuals and groups are encouraged to demonstrate good judgment and avoid offensive or lewd comments or drawings on all publicity materials. Any materials found objectionable will be rejected for posting by the approving authorities. Signs posted without approval will be removed, and the individual or group responsible for posting the signs may be restricted from further use of bulletin boards on campus.
7. Freestanding signs may be used at the entrances to the campus to welcome students to campus and to generate interest in campus organizations. Signs must be removed promptly following the event or activity they are promoting. Signs which are not removed promptly will be collected and disposed of by Physical Plant workers.
8. Freestanding signs may be used in the common area in the middle of campus as long the signs:
 - Do not block sidewalks
 - Are not near shrubbery or other easily damaged plants
 - Do not pose a safety problem
 - Conform to sizes specified by the approving authority
 - The signs must be approved by the Resource Center and removed within 5 days.
9. Each request must be approved, and date stamped by the Resource Center before posting.
10. Political advertising is not allowed on campus.
11. Signs will be monitored on a weekly basis. All signs without approval or left past the designated time limit will be removed by the Resource Center staff.

III. Applicability

This policy applies to all individuals, faculty, staff, student organizations, associations, and businesses requesting approval to post non-commercial printed marketing materials within buildings or on the campus of Auburn University at Montgomery.

IV. Responsibility

Office of the Provost; Office of Distance Education & Faculty Development Institute

V. Definitions

Signs: Any printed, painted, or drawn material, regardless of size.

VI. Sanctions

Individuals and organizations who violate this policy may be prohibited from posting signs on

campus. Student organizations/clubs may be charged for damages to university property caused by signs posted in violation of this policy.

VII. Exclusions

None

VIII. Interpretation

The Office of Student Affairs will interpret this policy in conjunction with the Office of the Provost.

Signature

Date