



Sign Posting Guidelines

Office of Student Activities

Department of Student Involvement & Leadership

For the purposes of this policy, the terms "sign" and "signs shall include, but are not limited to, billboards, notices, table tents, flyers, placecards, posters, banners, postcards, handbills, hand-held signs, and projected images/messages. "Posting" shall refer to any means used to display one or more signs.

All signs, handbills, and notices including those produced by the university marketing department, with the exception of departmental notices, must be approved and stamped by the [Office of Student Activities](#), located in Atherton Union 101. All postings are limited to 30 days and stamped with an expiration date. The Office of Student Activities may make exceptions at their discretion.

- Postings must clearly state the official name of the sponsoring organization or individual
- The following statement MUST be included on websites, flyers, posters, emails, etc. announcing university events: For accessibility information or to request disability-related accommodations, please visit <http://www.butler.edu/event-accomodations/>.
 - Please note, this language need not to be included when announcing events via social media (e.g. Instagram, Facebook) or on billboards.
- Signs may be posted only on OSA approved bulletin boards. The appropriate academic department should approve signs posted on departmental bulletin boards. Signs may not be posted on the small corkboard space outside of classrooms.
- Posting in the residence halls must be approved by the OSA as well as the residence life coordinator. Flyers should be left at the front desk of the residence halls to be hung by residence hall staff.
- Signs posted on interior and exterior walls, windows, doors including bathroom stalls, elevators, floors, sidewalks and on any wood or painted surfaces are strictly prohibited and will be removed.
- Student organizations or individuals posting signs on the above surfaces may be charged a [\\$35 fine](#).
 - In addition to this \$35 charge, organizations or individuals posting signs that cause damage will be assessed and charged accordingly.
- Placing or scattering signs on tables, counters, benches or other like surfaces is prohibited.
- Placing signs on cars or other vehicles on campus or withing the surrounding area is prohibited.
- Signs for any campus campaigning efforts are limited to one sign per approved bulletin board.

- Posted materials may not promote the use of alcohol or drinking establishments. Signs promoting on-campus events where alcohol will be served should contain the following statement, "Beverages Available, Butler University ID and Driver's License required.
- All posted materials must be of good taste and respectful to all members of the Butler community. A balance of free speech and community standards will be enforced by the SIL Office. Restrictions may apply but are not limited to signs that depict violence, obscenity, defamation of an individual or group and commercial activity.
- The University may determine the appropriate time, place, and manner in which a sign may be posted and may prohibit the posting if the guidelines are not followed.
- Individuals having signs approved are responsible for ensuring the posting policy is understood by anyone posting on behalf of the organization or individual.
- Facilities must be contacted to help hang all banners, staked signs and other large-scale promotion.
- All postings associated with off-campus organizations, programs or individuals must adhere to the University policies and procedures. Postings must be approved by the SIL office and maybe posted no longer than 30 days.
- A list of the rules in this document may be obtained from the OSA in Atherton Union 101.

Chalking

- Organizations can chalk most outside surfaces that can be walked on with the exception of those areas considered to be artwork.
- Chalking can only be done in areas exposed to rainwater so that eventually the chalkings will be washed away.
- Chalk is not allowed on buildings, artwork, bridges or under overhangs.
- Organizations are not allowed to use liquid chalk and/or any type of paint.

Table tent approval

- All table tents must be stamped by the OSA in Atherton Union 101.
- Table tents can remain on the table for no more than four days.
- Only three table tents are permitted on a table at a time.
- Table tents are allowed in the Atherton Union Marketplace and ResCo Dining Hall.

Signs and posters not in accordance with the above guidelines will be removed. The person receiving this information on the posting policy is responsible for disseminating the information to anyone posting on behalf of the organization or individual.

Approved Posting Locations

Buildings

Bulletin Board Locations

Atherton Union

1. Before entering Plum Southside
2. Inside 1st set of doors to Plum glass case Southside
3. Glass case before entering Plum Northside
4. Bottom of south stairwell, down from SGA before entering Plum
5. Board outside the Diversity Center for DC student organizations

Jordan Hall

1. Southeast hall on left side of Student Accounts
2. Southeast entrance across from Registration and Records (180)
3. South entrance across from Starbucks patio
4. Middle south entrance
5. Two in both hallways on either side of 141
6. Left of 242 door
7. Entrance way to Gallahue (full bridge close but bulletin right inside entrance is accessible)
8. Between 201 and 203
9. Left side of 248
10. Southeast hall between 301 and 302

Irwin Library

1. Inside first set of doors on west entrance
2. By copiers/computer area on first floor

Lilly Hall

1. Between 024 and 026
2. Left side of 042
3. Right side of 044
4. Right side of 077
5. Across from 046
6. Right side of 112
7. Across from 116
8. Right side of 120
9. 2 boards by West entrance
10. Across from windows right off elevator on second floor
11. Across from windows right off elevator on third floor

Residence Halls	1. Postings must be left at front desk to be posted by RAs a. Bring 15 copies to desk for each RA to put up in unit b. Additional copies will be put up in lobby
Others	1. There are no boards in Fairbanks Center, Gallahue Hall, Holcomb Building and Levinson. 2. Pharmacy Building: You can put up flyers on bulletin boards with other event flyers with the student activities stamp, but these boards are maintained by COPHS not the Student Activities Office. 3. Dugan Hall: Flyers need to be stamped by OSA before posting on bulletin boards in Dugan Hall.