

SARAZEN STUDENT UNION POSTING POLICY

*This document is in accordance with the
Siena College Guidelines for Scheduling and Facilities Usage (Sept. 2006)*

College Posting Policy:

1. Except as expressly permitted in this section, no printed material may be on, attached to, or written on: any structure or natural feature of the College facility such as the sides, doors, windows of buildings, the surface of light posts, monuments, sculptures, waste receptacles, trees, rocks, benches, free standing signs or statues. No printed materials may be placed on vehicles except by members of the Siena Safety & Security staff for official notices.
2. Sites available to members of the campus community only include all departmental bulletin boards located in office and classroom areas. Posting is only allowed on bulletin boards, not on walls or other areas. Permission of the appropriate department or administrative unit is required. Chalking is prohibited.
3. Residence Halls & Townhouses: Prior permission/approval of the Director of Residential Life is required. Materials to be approved are to be left with the Residential life office a minimum of three business days prior to the requested posting date. If approved, Residential Life will coordinate the distribution. Siena clubs and organizations may be required to post the items and remove them at the end of the authorized posting period.
4. Material authorized for posting will be limited to that which complements the mission of the College, reflects a responsible expression of an opinion or idea, and will not result in a disruption or interference with the orderly operation of the College. Material that is threatening, harassing or sexually explicit is prohibited. In cases where there is some question of whether material meets these guidelines, the Director of Campus Programs, in consultation with Vice President for Student Affairs or designee, may request the individual or group to modify their content before approval for posting is authorized.
5. Non-College Organizations
 - a. Non-college organizations may not post or distribute materials on campus without the express permission of the Office of Campus Programs.
 - b. Upon approval, all materials will be stamped as such and will include the date materials must be removed. Posting is only allowed on bulletin boards, not on walls or other areas.
 - c. Non-college organizations will be limited to a maximum of 10 flyers posted on campus per event.
 - d. Only those requests that complement the mission of the College will be approved.
 - e. Program planners are responsible for removing posters at the conclusion of the event.
 - f. Sites available for posting to the general public include the following: Sarazen Student Union, Marcelle Athletic Complex, & Serra Dining Hall.
 - g. Non-college organizations are prohibited from posting in campus academic buildings. Postings approved by Campus Programs and Student Activities may be submitted to the Director of Residential Life for permission to distribute in the residence halls and townhouses. If approved, Residential Life will coordinate the distribution of the materials.

Sarazen Student Union additions/clarifications:

1. All postings MUST be approved by the Office of Campus Programs and Student Activities. This includes postings from clubs and organizations, campus offices, and off campus sponsors. To have your postings approved and put up in the building, please submit it to the Office of Campus Programs (SSU 302) by noon the day prior to requested posting. Please plan ahead, as last minute requests may not be accommodated. Sarazen Student Union staff will put up ALL postings in the building.
2. Posters may only be placed on the bulletin boards in the DelGrosso Marketplace and/or the brick columns in the MacMahon Atrium. The bulletin board in the commuter lounge is limited to publications/notices of the Office of Campus Programs and Student Activities and the Commuter Life Council. Posters may not be placed on the outside of the building or any other areas within the building.
3. Postings not approved will be taken down. The Office of Campus Programs will make a good faith effort to contact on campus sponsors of the illegal postings and approval process. Organizations will be held responsible for any damages caused by improper posting not caused by the Sarazen staff.
4. All sponsors are limited to ten (10) postings per event, and the Office of Campus Programs will use its discretion in the placement of each posting.
5. No sign or poster may emphasize alcohol. For on-campus events alcohol may be referenced but it cannot be the focus of the advertisement. Specifically prohibited from general posting are those off-campus events that reference alcohol, an alcohol euphemism or occur at an off-campus drinking establishment.
6. There is a thirty day limit on all postings. The responsibility for removing signs or posters upon conclusion of the event lies with the sponsor. However, if postings are not removed on the day following the event, the Sarazen Student Union staff will have the postings removed. Signs or posters removed by the Sarazen staff will not be saved.