



Posting Policy

Excerpt from Siena Life Student Handbook

Posting Policy

- A. 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 Public Safety staff for official notices.
- B. Student organizations must submit their material for approval via the Flyer Approval Form on Saints Connect. Once approved, the flyer will be placed into the digital marketing slideshow. Next steps for hard copy flyers are described in D and E.
- C. Sites available to members of the campus community 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 from the department or administrative unit is required. Chalking is prohibited.
- D. Residence halls and townhouses: Prior permission/approval of the Director of Community Living is required. Materials to be approved are to be left with the Office of Community Living a minimum of three business days prior to the requested posting date. If approved, Community Living will coordinate the distribution.
- E. Sarazen Student Union: Prior permission/approval of the Student Activities and Leadership Development Office is required. Materials to be approved must be dropped off in Sarazen Student Union Room 310 at least three days prior to the requested posting date. Student Activities and Leadership Development will post two copies in the Sarazen Student Union for you and can bring up to 35 copies to Community Living to have them distributed amongst the residence halls.
- F. 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 Student Activities in consultation with the vice president for student life or designee, may request the individual or group to modify their content before approval for posting is authorized.
- G. Non-College Organizations:
 1. Non-college organizations may not post or distribute materials on campus without the express permission of the Student Activities and Leadership Development office.
 2. Upon approval, all materials will be stamped as such and will include the date materials must be removed. Posting is not allowed on painted surfaces, wood or glass.
 3. Non-college organizations will be limited to a maximum of 10 flyers posted on campus per event.
 4. Only those requests that complement the mission of the College will be approved.
 5. Program planners are responsible for removing posters at the conclusion of the event.
 6. Sites available for posting to the general public include Sarazen Student Union, Marcelle Athletic Complex and Lonnstrom Dining Hall.

Non-college organizations are prohibited from posting in campus academic buildings. Postings approved by the Director of Student Activities and Leadership Development may be submitted to the Director of Community Living for permission to distribute in the residence halls and townhouses. If approved, Community Living will coordinate the distribution of the materials