

# Posting and Advertising Policy

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Policies and Procedures



**ALFRED STATE**  
COLLEGE OF TECHNOLOGY  
STATE UNIVERSITY OF NEW YORK

# Camping and Use of Tents on Campus Policy and Procedures

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## I. Policy Statement

It is the policy of Alfred State College 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. Rationale

Alfred State 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.

## III. Applicability of the Policy

This policy sets forth the requirements for all student organizations, university programs, departments, and units recognized by Alfred State College 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 which are governed by the housing license.

For policy on entities and individuals who wish to use Alfred State College facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Facilities Use Policy.

## IV. Procedures

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must receive approval (in the form of a stamp) from the Office of Student Engagement and clearly indicate the sponsoring group/organization and phone number OR email address of a contact person, including who students may contact for reasonable accommodations. [Promotions for events not sponsored by Alfred State College 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 Alfred State College.

Posted items are to be posted only on general-use bulletin boards identified for this purpose.

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 Alfred State College code of conduct; any promotional material not endorsed by a student organization, college program, department and/or unit. Chalking of buildings, sidewalks, or roadways is subject to the College;

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.

## **V. Contacts**

Questions related to the daily operational interpretation of this policy should be directed to: the Office / Director of Student Engagement or the Assistant Vice President for Student Affairs in the Student Leadership Center (407A).

## **VI. Related Documents/Policies**

Facilities Use Policy

Chalking Policy