

## GSC Posting Policy

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The following policy discusses guidelines associated with posting flyers, banners, and A-frames in and immediately outside of the GSC facility. All other applicable Xavier University policies apply.

### I. Flyer Posting

- a. The GSC operates two bulletin boards for use. These are the only designated areas permitted for flyer posting in the facility.
- b. All flyers must be approved by GSC Staff.
- c. In order to gain approval for posting, two (2) copies of the flyer must be submitted at the GSC Welcome Desk.
- d. Any flyers that have not been approved or are located outside of designated areas will be taken down and discarded.
- e. Flyers will be posted within two (2) days of being submitted and remain posted for two (2) weeks or the day after the date of the event being advertised.
- f. Flyers may not be larger than 11 inches by 17 inches.
- g. All content on the flyer must be approved by the GSC and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates the Student Handbook.
- h. Flyers must contain the name of the sponsoring club, organization or department.
- i. Students, recognized student organizations, or students engaged in a class project may not place signs on university property that support or critique a particular candidate for public office, political party, or ballot issue. See the Office of Student Involvement's *Student Lobbying, Political and Campaign Activities Policy*.
- j. The GSC is not responsible for any flyers that are torn down, damaged or defaced.
- k. The GSC reserves the right to remove and discard any posted or submitted flyer at any time without notice.

### II. Banner Posting

- a. Space around the 1st Floor Atrium is reservable for displaying banners. In the event of overflow, the GSC may place banners around the 2<sup>nd</sup> Floor Atrium and the hand rail on the stair case between the 1<sup>st</sup> floor and Lower Level.
- b. All banners must be approved by the GSC. Any banners that have not been approved will be taken down and discarded.
- c. Only recognized student organizations, University departments, and GSC tenants may reserve the banner space.
- d. Only one banner per event will be hung.
- e. Banners must promote an event or program. No general announcements or advertisements will be allowed.
- f. Any banner found anywhere other than the designated area or without approval will be taken down and discarded.
- g. Banner space will be assigned on a first come, first served basis.
- h. The banner cannot extend beyond the floor line. Banners should not be larger than 40 inches high by 78 inches wide.
- i. Banners will be posted within two days of being submitted to the GSC Welcome Desk and will remain posted for no more than two (2) weeks or until the day after the date of the event being advertised, whichever comes first.
- j. Banners will be discarded once they expire. If a client would like to have their banner returned after it expires, they should request this at the time that it is submitted.
- k. The GSC is not responsible for any banners that are torn down, damaged or defaced.
- l. Banner content may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates the Student Handbook.
- m. The GSC reserves the right to remove and discard any posted or submitted banner at any time without notice.

### III. Outdoor Posting

- a. A-frames or sandwich boards are permitted directly outside of the GSC in spaces managed by the GSC.
- b. If signs are placed beyond GSC outdoor space, see Student Involvement's [Outdoor Posting Policy](#).
- c. Only recognized student organizations, University departments, and GSC tenants may place outdoor signage.
- d. All banners must be approved by the GSC. Any banners that have not been approved will be taken down and discarded.
- e. Signs must promote an event or program. No general announcements or advertisements will be allowed.
- f. Sign content may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates the Student Handbook.
- g. The GSC reserves the right to remove any sign at any time without notice.
- h. The GSC is not responsible for any sign that is damaged, removed, defaced or discarded.

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- i. A-frames and sandwich boards cannot disrupt the path of egress in and out of the building or along sideways/walking paths.
- j. The group using the sign to advertise is responsible for placing the sign and removing the sign after the advertising is done. It is recommending groups placing a sign for multiple days bring it in and out each day.

### **IV. Outdoor Banner Space**

- a. There are two banner hanging locations under the GSC Clock Tower usable for displaying banners.
- b. Banner spaces must be reserved.
- c. All banners must be hung by the Office of Physical Plant through the GSC.
- d. Only recognized student organizations, University departments, and GSC tenants may submit banners.
- e. The banner cannot extend beyond the path of egress or disrupt the flow in/out of the building. Banners should not be larger than 48 inches high by 84 inches wide.
- f. All banners must be approved by the GSC. Any banners that have not been approved will be taken down and discarded.
- g. Only one banner per event will be hung.
- h. Banners must promote an event or program. No general announcements or advertisements will be allowed.
- i. Banner space will be assigned on a first come, first served basis.
- j. Outdoor banner space must be reserved in advance on Mazevo 3 business days prior to posting.
- k. Outdoor banners can remain up for a maximum of 14 days.
- l. Banner content may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates the Student Handbook.
- m. The GSC reserves the right to remove any banner at any time without notice.
- n. The GSC is not responsible for any banners that are torn down, damaged or defaced.

**For all other posting request not listed above, please contact the Gallagher Student Center at 513-745-3201 or [studentcenter@xavier.edu](mailto:studentcenter@xavier.edu).**