- Posting Regulations Spring 2012 -

All postings and publicity must adhere to the following guidelines:

**Poster Content:**

- Items must visibly include the sponsoring group or department’s name, contact information, and logo.
- Postings may not violate the University's Harassment and Discrimination Policy (www.chapman.edu/HR/EO/harrassmentPolicy.asp).
- Posting only in designated and approved posting areas (Unrecognized Groups or non-Chapman affiliates may only post on campus community boards).
- Postings may not contain language or images that promote or imply drug or alcohol consumption.
- Postings containing information written in a language other than English must have an English translation on said postings, with the exception of the names of registered Greek-lettered organizations.
- All postings by unrecognized student groups shall expressly disclaim, in font no smaller than ten (10) point size, any affiliation with or recognition or sponsorship by the University. The following language is approved for use: “This group is not affiliated with, recognized by, or otherwise endorsed by Chapman University in any manner.”

**Poster Locations:**

- Postings must never be situated in such a way as to impede upon pedestrian or vehicle traffic.
- Staples, tape, stickers, mounting tape, and tacks should only be used on bulletin boards. **Poster putty or string is required for posting in all other areas on campus.**

**Handbill Distribution:**

- Leaflets, Pamphlets and Handbills (Handbills) and similar informational literature may be used in association with on-campus groups, events and activities, including groups, events, and activities not recognized or sponsored by the University. In the case of unrecognized student groups, only Chapman student members of the group may distribute such informational literature.
- Handbills may be distributed at the following two locations only: The sidewalks between Argyros Forum and the Leatherby Libraries and the sidewalks between the Leatherby Libraries and Beckman Hall.
Handbills may be distributed in conjunction with the renting of outdoor space by unrecognized student groups. (See Vending and Solicitation procedures (available from the Department of Student and Campus Life and at www.chapman.edu/scl/vending/default.asp) for more details.)

- Handbills may only be distributed in person, to individuals.
- Handbills cannot be placed on cars, left on unattended tables, attached to walls or doors, or placed in any other campus locations.
- Handbills may not be distributed in a manner that impedes the flow of traffic (automobile or pedestrian), disrupts activity taking place in any classroom or building, is harassing, or deemed solicitous in nature.
- Handbills may not be distributed inside any building or dining hall.
- Handbills may not be distributed in the Residence Halls or surrounding locations without prior authorization from the Office of Housing and Residence Life.
- No student group, whether recognized or unrecognized, may distribute handbills or similar materials during the weeks designated for fraternity rush and sorority recruitment or during the two weeks proceeding such periods.
- Distribution by students of informational literature or commercial publicity by or for unsanctioned off-campus parties or by or for commercial entities, or for financial gain, is prohibited.

**Note:** See also Student and Campus Life Event Planning Guide, Marketing and Advertising (www.chapman.edu/eventPlanning/eventSections.asp).

The Vice Chancellor for Student Affairs/Dean of Students Office reserves the right to remove any postings which it determines fails to meet all of the criteria stated.