

UNIVERSITY UNION POSTING POLICY



All individuals looking to post in the University Union are expected to know and comply with the following policies. There are a variety of bulletin boards available, so it is your responsibility to know the rules for where you are posting.

General Use Boards:

All postings:

- Must be for an event or program
- Event/deadline date must be no more than two weeks in the future
- May be posted only once (duplicate postings will be removed)
- Must be sponsored by a university-recognized group or approved by the University Union Office

Daily Events Boards:

All postings:

- Must be for an event
- Must be posted on the appropriate day
- Must be no more than two weeks in the future
- May be posted only once (duplicate postings will be removed)
- Must be sponsored by a university-recognized group or approved by the University Union Office

Special Events Boards:

All postings:

- Must be for a special event or upcoming program
- Must have an event/deadline date posted
- Must be no more than one month in the future
- May be posted only once (duplicate postings will be removed)
- Must be sponsored by a university-recognized group or approved by the University Union Office

UU-West Stairwell (Large Posters):

All postings:

- Must be of large dimensions: larger than 11" x 17", but no larger than 3' x 4'
- Must be for a special event or upcoming program
- Must have the event/deadline date posted
- Must be no more than two weeks in the future
- May only be hung using blue painter's tape (*will be hung by UU staff*)
- Must be sponsored by a university-recognized group

All large posters must be pre-approved by University Union Office staff

Housing & Buy/Sell Boards:

Postings:

- May be posted only once
- May not cover other postings (must be side by side, not stacked)

The Housing & Buy/Sell Boards will be cleared on the 1st of every month

Postings that violate the above policies will be removed.

Repeated violations may result in a revocation of posting privileges for the organization.

QUESTIONS?

→ Contact the University Union Office in UUW-205, via phone at 607.777.3300, or by e-mail at union@binghamton.edu