



Student Affairs  
Student Center Operations

Student Center Operations  
Howard Gittis Student Center  
1755 N. 13<sup>th</sup> Street, Suite 219M  
215.204.7131 (P), 215.204.1846 (F)

## EXTERNAL FLYER POSTING POLICY

Non-Temple University Affiliated Individuals | Businesses | Non-profits

### Flyer guidelines:

1. Members of the community may post general information, e.g. housing advertisements, items for sale and on and off-campus events.
2. The name of the sponsoring business or individual as well as a phone number and/or email address must be clearly stated on the flyer.
3. If advertising an event the date and location must be clearly stated on the flyer.
4. If the advertised event is being held in the Student Center the flyer must state either **Student Center, Howard Gittis Student Center, or HGSC** as the location with the reserved room number clearly marked.
5. Flyers containing a QR code must submit a printed copy of the form linked to the code for approval.
6. Flyers written in a language other than English must also submit a translated English copy for approval.
7. Flyers making references to the use, sale or consumption of alcohol, tobacco or marijuana and/or those with sexual or other explicit content are prohibited.
8. Flyers promoting anything in violation of Temple University policies and procedures or advertising that promotes illegal activities or illegal content will not be approved.
9. Flyers may not contain Temple trademarks or violate Temple University branding guidelines.

### Flyer approval and posting:

1. All flyers to be posted on University property must be approved and stamped by Student Center Operations. Approvals may be obtained Monday-Friday 8:30am-5:00pm in Suite 219M in the Student Center.
2. Please bring at least two (2) copies of either an 8.5" x 11" or 11" x 17" flyer for approval. Once stamped, we will return one copy that may be used for duplication and distribution and keep the 2<sup>nd</sup> copy for our files.
3. Flyers are posted on a first come, first serve basis, will be posted within 3 business days of approval (*space permitting*) and have a maximum 2 week posting period.
4. Flyers may only be posted in approved posting locations\*. Flyers posted in violation of this policy will be removed and may result in a charge for damages. Posting on walls, doors, windows, trees or poles is strictly prohibited.

**By providing the information below you are agreeing to comply with this policy.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*listing available on Student Center website: [studentcenter.temple.edu](http://studentcenter.temple.edu)  
or in Suite 219M in the Student Center.

<b>Internal Use Only</b>	
Date to be removed	_____
#Flyers left with SCO	_____ OSS Initials _____