



Student Affairs  
Student Center Operations

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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:

- Members of the community may post general information, e.g. housing advertisements, items for sale and on and off-campus events.
- 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.
- If advertising an event the date and location must be clearly stated on the flyer.
- 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.
- QR code contents must meet University standards and be disclosed to SCO staff at time of approval.
- Flyers written in a language other than English must also submit a translated English copy for approval.
- 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.
- Flyers promoting anything in violation of Temple University policies and procedures or advertising that promotes illegal activities or illegal content will not be approved.
- Flyers may not contain Temple trademarks or violate Temple University branding guidelines.

### Flyer approval and posting:

- 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.
- 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.
- 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.
- 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: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Rev. 7.13.21

<b>Internal Use Only</b>	
Date to be removed	_____
#Flyers left with SCO	_____ OSS Initials _____
QR content approved	___yes___ no