



Student Affairs  
Student Center Operations

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

## FLYER POSTING POLICY

*Temple University student organizations, departments, offices and community members are eligible to display promotional flyers at various locations on campus. All flyers and posters to be posted on University property must be approved by Student Center Operations.*

*Approvals may be obtained in **Room 219M** on the mezzanine level of the Student Center between **8:30am and 5:00pm daily**.*

### Flyer guidelines:

1. Please bring two (2) copies of either an **8.5" x 11"** or **11" x 17"** flyer for approval. No other sizes will be accepted. Once stamped we will return one copy and you may duplicate and distribute as many copies as you need. The other copy will remain on file in our office for 90 days. **Ten copies may be submitted to our office for posting in the Howard Gittis Student Center.**
2. The name of the sponsoring organization must be clearly indicated on the flyer.
3. If the advertised event is being held in the Student Center the room number must be clearly marked.
4. If the advertised event is being held in the Student Center then it must say either **Student Center** or **Howard Gittis Student Center** as the location. Any flyers referencing "SAC" will not be approved.
5. Members of the Temple University Greek Association (TUGA) must obtain approval for any recruitment related flyers from the Program Coordinator for Fraternity and Sorority Life.
6. Flyers have a maximum two (2) week posting period.
7. Flyers making references to the use, sale or consumption of alcohol, tobacco or marijuana and/or those that are sexually explicit will not be approved.
8. Flyers promoting anything in violation of Temple University policies and procedures or any advertising which promotes illegal activities or illegal content, will not be approved.

### PLEASE NOTE:

- Flyers are to be posted in approved posting locations only. A complete list may be found on the Student Center website: <http://studentcenter.temple.edu/student-center-forms>  
**POSTING ON WALLS, DOORS, WINDOWS, TREES OR POLES IS STRICTLY PROHIBITED.**
- Any use of Temple trademarks must comply with the Trademark Licensing policy: <https://www.temple.edu/faculty-and-staff/business-services/trademark-licensing--policy>.
- **Non-Discrimination Policy:** This policy mandates that student organizations within Temple University do not discriminate, practice or promote prejudice or intimidation, both within the individual organization and the greater University community.

**ALL ADVERTISING MUST COMPLY WITH THIS POLICY.**

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

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Internal Use Only

Date to be removed \_\_\_\_\_

Office Support initials \_\_\_\_\_

# Flyers submitted for HGSC \_\_\_\_\_