UNIVERSITY 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 for posting may be obtained in Room 219M on the mezzanine level of the Student Center between 8:30am and 5:00pm daily. For additional information please contact (215)204-7131.

1. Please bring at least two (2) copies of either an 8.5” x 11” or 11” x 17” flyer for approval and to be stamped. One copy will be kept on file for 90 days, the second copy may be duplicated and distributed to approved posting locations only. Ten additional copies may be submitted for Howard Gittis Student Center posting locations.

2. Members of the Temple University Greek Association (TUGA) must obtain the approval of the Greek Advisor in Student Activities for all recruitment flyers.

3. The name of the sponsoring organization must be clearly indicated on flyers.

4. Flyers have an approval posting time period of two (2) weeks or the day after the event date, whichever is sooner.

5. 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.

6. 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.

7. For posting in the Student Center, Mitten Hall, the Residence Halls or general academic facilities, please refer to “Temple Approved Posting Locations” list.

PLEASE NOTE:

• Flyers are to be posted only on bulletin boards. POSTING ON WALLS, DOORS, WINDOWS, TREES OR POLES IS STRICTLY PROHIBITED.

• No postings will be approved referencing the “SAC” as the official building name is the Howard Gittis Student Center or Student Center.

• Any use of Temple trademarks must comply with the Trademark Licensing Policy which can be found @ http://www.temple.edu/business-services/TrademarkLicensingPolicy0914.html.

• 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: ___________________________

Email: ___________________________

Phone#: ___________________________