POSTING POLICY
Office of Residence Life

In an effort to effectively convey information of importance to the University community, while also maintaining aesthetically pleasing residential facilities free from litter, the following guidelines have been established for the posting of printed notices/publicity materials in all residential facilities. All notices/publicity materials must be approved and stamped by the Office of Residence Life and will be posted by the Residence Life staff.

- All public notices/publicity materials posted must be sponsored by a Residence Life staff member, a recognized student organization, and/or another Mercer University department.
- All public notices/publicity materials must be submitted for approval to the Office of Residence Life at least 72 business hours in advance of the event/activity.
- In order to avoid flyer overload due to the sheer number of requests for postings, the Office of Residence Life may not approve all requests. In general, the Office of Residence Life will approve all campus events and large scale community events that are open to all students (provided the public notices/publicity materials fulfill all other guidelines).
- Publicity materials targeted at specific people for events and not open to all students generally will not be posted with the exception of Residence Life floor/hall community events.
- All public notices/publicity materials must clearly state the official name of the sponsoring organization(s) or individual(s) as well as the date, time and location of the event/activity; and a contact person’s name, phone number, and/or email address in case there are questions.
- No items may be placed on any doors, door frames, window glass, trees, sidewalks, railings, posts, columns or other painted surfaces of any residential facility without written permission from the Director of Housing and Residence Life or his/her designee.
- Placing public notices/publicity materials on tables, counters, benches or other surfaces is prohibited.
- No door hangings or under-door solicitation is permitted.
- Distributing public notices/publicity materials on vehicles in parking lots or around the residential facilities is prohibited.
- Campaign signs are prohibited in the residential facilities.
- Public notices/publicity materials must be in good taste and respectful to all members of the Mercer community; a balance of free speech and community standards will be enforced; materials may not include inappropriate language or reference/promote alcoholic beverages or drinking.
- Public notices/publicity materials may not promote anything involving policy violations.
- Public notices/publicity materials must have proper grammar and spelling.
- The Office of Residence Life may determine the appropriate time, place, and manner in which a sign may be posted and may prohibit postings if guidelines are not followed.
- Postings (signs, posters, chalkings, table tents, etc.) or any other promotional material not in accordance with the following guidelines will be removed immediately and could result in disciplinary action for the sponsoring organization and/or individual(s).

All approved materials will be posted by the Residence Life staff member within 48 hours of approval in designated posting areas. It is the responsibility of the Residence Life staff member to remove outdated or inappropriate materials posted in each of the residential facilities. Dated material will be removed within 48 hours of the specified event time. Undated material may remain up for a period of two weeks. Postings cannot cover more than 20% of the wall space and must be at least 1 inch from the ceiling. Masking tape, scotch tape, staples (on Bulletin Boards only), and push pins will be used for postings (duct tape is strictly prohibited).

Chalking can only be done in areas exposed to rainwater so that eventually the chalkings will be washed away. Chalking is not allowed on buildings or steps; under overhangs or covered walkways. Chalking must be at least 25 feet away from building entrances. Organizations are not allowed to use liquid chalk and/or any type of paint.

All postings outside of Mercer University’s residential facilities must be approved through the Campus Life Office. Organizations and individuals should seek approval from the Campus Life Office to post on the provided bulletin boards and/or kiosks.

***For the purposes of this policy, the terms “sign(s)”, “public notices”, and “publicity materials” shall include, but are not limited to, billboards, notices, table tents, flyers, placards, posters, banners, postcards, handbills and hand-held signs. “Posting” shall refer to any means used to display one or more signs.