

# American University of Beirut

## STUDENT AFFAIRS POSTER POLICY

### GENERAL

AUB hosts a variety of activities outside the class room. As a result, groups compete for the use of advertising space on campus. The aim of the poster policy is:

1. To more effectively communicate events and programs happening on campus.
2. To maintain a neat and orderly campus environment.
3. To ensure that the promotion of events is done in a safe, equitable, respectful, and non-discriminatory manner.
4. To ensure that all materials posted on AUB space will be appropriate and non-offensive.
5. To clearly define a chain of responsibility.

A poster is defined as an announcement, notice, handout, flyer, sign, or other material that is intended to disseminate information to the campus community to advertise or publicize an event or activity.

### RULES AND REGULATIONS:

1. All posters must have prior approval from the Office of Student Affairs before they are placed on campus (see Student Activity/Poster Display Request).
2. A student, or recognized student organization (Clubs, Societies, SRC and USFC), can submit a poster to Student activities department in the Office of Student Affairs (West Hall Room 112) to be reviewed and approved to be publicly posted in predetermined locations within the University.
3. Materials to be posted may not display trademarks and must respect copyright. The size of sponsor logos and names of activity venues must not exceed 3cmx3cm.
4. Absolutely no promotion of drugs, alcohol and/or cigarettes. "Open bar" or any reference to drinks should not appear on the poster.
5. Materials to be posted may not contain material that is obscene, pornographic, vulgar, racist, sexist, homophobic, or contain material directed to incite violations of the Student Code of Conduct.
6. Posters normally to be printed in AUB Duplicating Center, the printing center on Campus. Student organizations using student organization funds to print posters must adhere to University guidelines with regards to financial constraints and keep costs within a reasonable limit.

7. All posters must be stamped by an official of the Office of Students Affairs. Stamps will be authorized only by the Dean/Associate Dean of Student Affairs.
8. Pictures or photos of political (except the Presidents of Lebanon - past and present) and/or religious figures are not permitted.
9. Political and/or religious slogans on posters are forbidden.
10. Postings are permitted on campus bulletin boards and bulletin boards provided by the department of student activities. Campus bulletin boards will be identified by a sign bearing the AUB logo on the top of the board.
11. Posters are not permitted to be attached to the outside of any building on the AUB campus.
12. Posters are not permitted to be attached to trees, lampposts, trash containers, walls, glass surface, inside rest rooms, inside elevators, stairways, stairways railings, or benches.
13. Posters are not permitted to be taped or tacked to doors, window casing, or furnishings.
14. Posters are not permitted inside classrooms or on classroom doors in any building on the University campus.
15. Posters are not permitted to be inserted under windshield wipers, door handles, etc., of any vehicle parked on university property.
16. Posters on bulletin boards inside academic and administrative buildings must have prior approval of the Office of Student Affairs. However, it should be noted that academic and administrative departmental bulletin boards are the responsibility of the respective departments, and thus postings on departmental boards must have also departmental approval.
17. Posters announcing events sponsored by recognized student organizations must have the name of the organization on the poster.
18. No adhesives (glue, or material used to assist in posting papers, flyers or other objects to a surface) are allowed. Also, Placing a sticker (any form of paper material with a gummed back or self-adhesive label) on any object or property of the University is strictly prohibited.
19. Writing or drawing on any university property is not permitted
20. Individual students shall be entitled to 20 posters. Student groups shall be entitled to 75 posters per event.

21. The maximum size of any poster may not exceed the size of an A3 paper. (42 cm x 30 cm).
22. Postings shall be limited to a maximum of two weeks, with the expiry date being the day after the event is held. Or, in the case of non-event posters, two weeks after the posters are initially authorized.
23. All posters must be removed by the posting organization/individual.
24. The passing or handing out of literature, flyers, posters, advertisements, or any other material is limited to recognized AUB student organizations.
25. The distribution of flyers must be approved in advance by the Office of Student Affairs.
26. Exceptions to the Poster Policy Regulations may be made during special events such as Student Elections, outdoors, graduation. This, however, shall be in accordance with the guidelines and regulations set by the Office of Student Affairs. Approval for exceptions of these regulations must be received from the Office of Student Affairs.
27. The University reserves the right to remove advertisements posted which materially disrupt or interfere with the normal activities of the University.

Any individual or party found in violation of any aspect of the poster policy will be subject to the appropriate University disciplinary process, and/or the loss of advertising privileges, and/or the termination of the event. Student organizations violating poster policies will receive an official warning which may lead to the organization being made inactive.