



POSTING POLICIES OVERVIEW

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****Please note that you will be called within 48 hours upon receipt of application to be notified that your posters are ready for pick up at Scott Student Center (SC200). If you do not hear from us by then, please call Information Systems at x7775 and ask to speak to the Posting Manager. 12**

Chalking Application 13



POSTING POLICY

Updated March 30, 2006

POSTING POLICY

The purpose of this policy is to establish a balance between efficiently disseminating information and maintaining the aesthetic appearance of the college environment. Content is not controlled except as required by law. Ramapo College may control the time, manner and place of events or activities in order to avoid interference with normal college functions.

CONTENTS OF POSTED MATERIALS

1. Those wishing to post materials must adhere to the College's policy against all forms of illegal harassment and discrimination and be guided by that policy when preparing materials for posting.
2. Flyers or posters advertising events with alcohol must state "21 to drink and proper ID required." Such flyers may **NOT** be posted in dry residence halls (see Residence Life Policies)
3. No fliers shall be censured or rejected due to content or pictures, as long as all information presented is true and not libelous.

PRE-APPROVAL POLICY

1. Your room reservation contract must be completed prior to posting publicity.
2. When advertising a single event or activity with a deadline, your fliers or posters may not be displayed until two weeks prior to the event or deadline.
3. All flyers or materials advertising on campus events must include the name of the sponsoring organization, group, or department, event start and end time.

POSTING PROCEDURE

1. If your flyer does not exceed 11" x 17" and you would like to have our staff place them on designated bulletin boards:
 - a. All posters, flyers, banners, etc., not exceeding 11" x 17" must be signed in at the Scott Student Center Office (SC 200) in the Log Book. A maximum of eighteen (18) copies of flyers should be left off in SC 200 for posting on the bulletin boards. If materials are not properly stamped and or/logged in, the posting staff reserves the right to remove such materials from boards.
 - b. The posting staff of the Scott Student Center Office will do all posting and stamping of materials to be posted. Materials should be turned in two weeks prior to the event. All efforts will be made to get materials posted within 48 hours of submission with a maximum limitation of 1 flyer per bulletin board. Requests to post flyers the day before or the

same day of the event will not be granted!

- c. The second floor of all wings has bulletin boards to be maintained by either specific academic or administrative departments or the Scott Student Center Office. "Grip Strips" have been installed on the walls on the second floor of academic wings. The first floor of all cores have bulletin boards for the following purposes:
 - i. AFT/ CWA/ IFPTE announcements
 - ii. Human Resources announcements (locked, glass enclosed boards)
 - iii. Large open bulletin boards to be maintained by the Scott Student Center Office

 - e. The maximum period of time that flyers will be kept up is two weeks. On going college wide events (e.g. semester long or yearlong) will be kept on the grip-a-strips for a maximum of one month. If you wish to have them remain up longer, you must submit a new set of flyers (preferably of a different style, color, etc.) each month. External services and job listings, items for sale and outside information will be posted on a Community Bulletin Board outside the Residence Life Office .
 - f. Posting in the residence halls must be coordinated with the respective Graduate Residence Director.
2. If your flyer exceeds 11" x 17" (OR) you would like to post outside of designated bulletin boards:
- a. For campus-wide events, such as Welcome Month, theater productions, rush, theme months, etc., where posting may be required outside of regular bulletin boards or where poster size exceeds 11" x 17", an appeal may be made by completing a Self-Posting Application Form with the Office Manager located in the Info Systems Office, SC 209. A completed waiver application of appeal, as well as a check requisition made out to: Information Systems in the amount of \$50.00 (as a deposit) must be presented upon approval.
 - b. After the application has been approved, the posting manager or designee will contact group /organization to notify that materials are ready for pick up at the Scott Student Center office (SC200). The posting manager will stamp all materials, but the club/organization requesting the application will be responsible for the posting of said materials. The responsible individual(s) may place these posters in either the Grip Strips or adhere them to the core stairwell blacktop. This **does not** include Grip Strips on the metal doors. Clubs/organizations may post on the blacktop runners on any of the metal walls in academic wings (B Wing, atrium walls and first floor core walls remain exempt). The maximum allowable width for banners is four feet (4'). Organizations may use only masking tape or drafting tape that is "double stick" tape, behind the poster. Posters should be attached onto the blacktop surface by core stairwell walls or on the black metal runners running from the ceilings of academic core walls.

- c. Absolutely **NO** posting can be done on painted walls, windows, window frames, doors, stairways, first floor core walls or the Atrium walls of the Scott Student Center or trees, or in the Athletic Center. If this occurs, the posting staff will take down materials. Groups or individuals that post flyers in illegal areas or repeatedly fail to follow the posting policies may lose their posting privileges and may be fined.
- d. Groups that post flyers, etc., and cause damage will be assessed for the damage.
- e. The club/organization has 24 hours from the end of the event to remove posters, flyers, etc. from all illegal areas of posting or risk losing their deposit. Any flyers, posters or banners violating this policy will be removed and a \$50 fine will be automatically assessed to the organization's account.

PROPER POSTING AREAS

1. Flyers or posters hung on/in walls, bathrooms, windows or doors, etc. will be removed. Unstamped materials will be removed. Posting of materials on the outside walls of the Scott Student Center is not allowed without the permission of the Director of the Scott Student Center. All illegal postings will bring a \$50 fine to the individual(s) responsible.
2. Outdoor posting is PROHIBITED. DO NOT post on light posts, trash receptacles, trees, or sidewalks, etc.
3. Stamped copies may only be posted for the time period indicated. Upon expiration, posted materials must be removed within 24 hours.
4. Persons posting materials are not allowed to remove or post over another group's literature.
5. No flyers, posters, bulletins, or publicity of any type will be permitted on any painted or glass surfaces. This includes walls, doors, ceilings, blackboards, garbage cans, windows, the new indoor and outdoor campus signs, benches and outside of the building. The adhesives used in posting temporary signs often cause damage to our permanent property. For those who have been granted posting waivers, only one single layer of flyers will be permitted, no overlapping will be allowed.
6. Posting on College bulletin boards with restricted uses (i.e. Student Activities board, American & International Studies board) is prohibited.

TABLE TENTS

1. Table tents must be submitted for stamping and must comply with the Posting Policy as required for oversized posters. In the case of distribution in the Dining Rooms, the Director of Dining Services must grant permission. Size restrictions:
8 _ x 8 _ is the largest allowable size. They may only be placed on tables within the Atrium, and on the counter tops in the C-Lounge “fishbowl”.
2. They must be free standing: taping or fastening to tables in any manner is PROHIBITED.
3. **No more than one table tent per club/organization is permitted on a table and they may not be on display for more than 3 days at a time.**
4. The sponsoring club/organization must remove them within 24 hours of expiration. Failure to do so will result in forfeiture of the deposit.

CARS

Flyers/posters may not be left on vehicles.

CHALKING

1. All individuals who wish to chalk must be affiliated with Ramapo College.
2. Any person or organization that wishes to chalk must first fill out a chalking application, which can be found in the Scott Student Center Office (SC200). This application must then be turned into the Office of Student Development for approval. The application will either be approved or rejected in 48 hours upon drop off.
3. Any person or organization that chawks without a chalking permit will be fined by the Office of Student Development, Facilities, or both.
4. Chalking may not be done on any buildings, either academic or non-academic. Any person or organization that chawks on any buildings will be fined by the Office of Student Development, Facilities, or both.
5. All chalking must be removed either 24 hours after the event or two weeks after first day of chalking. If chalking is not removed, the individual or responsible party will be fined by the Office of Student Development, Facilities, or both.
6. Any chalking that is permitted may only be done with sidewalk chalk.
7. If any person or organization has a conflict with the chalked message, they will be

given the contact information of the responsible individual or party.

SANCTIONS

Any club/organization found in violation of the Posting Policy or of the Code of Conduct, (see Student Handbook 2005-2006 for Prohibited Conduct) as it relates to littering, is entitled to a Judicial Affairs hearing and, if found guilty, will be sanctioned by the Director of the Scott Student Center, Director of Facilities and/or Director of Student Activities or their designees.

Violations of the Code of Conduct may follow the Disciplinary Conference Procedures outlined in the Student Handbook. Violations of policies will be kept on file and used to evaluate club/organization requests for things such as bulletin boards and/or an office.

In addition to loss of any waiver deposits, sanctions may include the following:

- Letter of warning.
- Loss of posting and/or scheduling privileges for a specified period of time.
- Community service on campus.
- Restitution for damages, i.e. cleaning, wall surface repair, etc.

STIPULATIONS

In the event of “flyer overload” (more flyers or posters than the bulletin board space available), the following set of posting priorities may be applied in date order:

1. Ramapo College of New Jersey student clubs/organizations and/or academic and administrative departments.
2. Individuals affiliated with Ramapo College of New Jersey.
3. Off-campus individuals or organizations

DIRECTIONALS

1. Postings or other materials except to provide directional and scheduling information may not obstruct door windows.
2. They must be staked and removed by the next business day after completion of that event.
3. Signage must comply with the Ramapo College Design standard.
4. For temporary directional signage, new A-frame sign holders have been purchased as part of the Campus Signage Plan. The process for using these is being finalized and more information will soon be available about their implementation.

RESIDENCE LIFE

A Residence Life Posting Policy has been set in place to limit littering and maintain the building facilities. Non-compliers may be subject to loss of their posting privileges and other penalties

1. No more than 12 flyers/posters may be left at the Hall Office at least 2 days prior to the scheduled event. Flyers/Posters must be logged in the Posting Log Sheet at each hall office in order to be posted.
2. All Flyers/Posters must be approved by the Graduate Residence Director and stamped individually by the hall office in order to be posted within the building. The Office of Residence Life strongly discourages profanity or prejudicial content in advertising. It is expected that residents respect the goal of building and maintaining a dynamic community within the halls. Postings that contain subject matter demonstrating lack of thought, common sense or good judgment contradicts the values and goals of that community. Students should consider the impact of their words. While students may have a right to post something, they also have a responsibility as members of the Ramapo community to review the impact **before** submitting it for posting.
3. Residence Life staff will post the Flyers/Posters within 2 business days on approved bulletin boards and designated areas. **Requests to post the day before or the same day of the event will not be granted.**
4. Flyers/Posters will be posted for a maximum of two weeks, unless the event takes place in a period of two weeks or more. Residence Life will remove expired postings. On-going college wide events will be posted for a month. In order to have postings remain longer, you must submit a new set of flyers each month (preferably of a different color). External postings including those for services, job listings, items for sale, etc., will be posted as long as there is sufficient space for internal events.
5. Absolutely NO posting will be allowed on windows, window frames, stairwell/stairwell doors, under residents' doors, front lobby doors, trees, inside elevator doors, or any designated non-posting area. If this occurs, the Residence Life staff will remove the posting. Groups that post in illegal areas or repeatedly fail to follow the posting policies may lose their posting privileges.
6. Area specific policies must be adhered to. Alcohol **MAY NOT** be advertised in any designated dry residence area. Greek "RUSH" postings **MAY NOT** be advertised in any designated first year area during the Fall semester of each academic year.
7. Alcohol may be advertised, mentioned, or drawn on flyers, **but it cannot be the central theme of the posting.**

Appeals of Denial for Posting

Any questions, complaints or appeals should be directed to the Director of Residence Life. Appeals regarding decisions rendered should be made in writing and forwarded to the Director of Residence Life.

OTHER POSTING STANDARDS

REGISTERED (GREEK) ORGANIZATIONS

Traditionally, the first month of the fall and spring semester are provided for potential Greek members to "rush" with an organization. Check with the Inter-Greek Senate for specific dates. As a result, the following rules are in effect:

Due to limited posting space, registered Greek letter organizations will be given priority posting on the second floor C-wing lounge area carpeted boards. No other clubs/organizations will be authorized to post in this location during this time unless the Inter Greek Senate grants permission. Upon the completion of rush, posting in C-lounge will again be open to everyone.

POSTING STANDARDS AND ACCESS TO EQUIPMENT

Posting waiver approvals and access to the poster machine, plotter printer and graphics and design equipment must be done during specified office hours. The Business office or SARM funded groups, as well as those who can pay cash are eligible to use this equipment. Each poster must be paid for when the request is entered.

- The current fee for posters made by the plotter located in the Information Systems Office ranges from \$3.00- \$4.00 depending on size. All files must be submitted in a Photoshop or image file. All requests for the creation of a poster fill out a poster request form (available in SC-200 and SC-209) and must give at least 48 hours notice.

If a flyer is in a language other than English, it must have English subtitles. A flyer, which is in English, may also have foreign language subtitles.

Alcohol for events may be advertised, mentioned or drawn on flyers, if the reference is to legal activities that are also in accordance with college policies, but it cannot be the central theme of the flyer, poster, etc. The Scott Student Center Office strongly discourages profanity or prejudicial content in advertising. Wording should be directed toward the specific time, date and meeting concerned.

All posters and flyers must carry the sponsoring club/organization's name prominently.

As a result of the Americans with Disabilities Act, all programs and services must be accessible. All flyers and posters must bear this statement: "For accessibility-related accommodations, call ___ - _____. Allow 48-hour advance notice. For large-scale events, you may want to give as much as a week's advance notice to arrange for interpreters. Contact the Office of Specialized Services at ext. 7514 for assistance.

APPEALS

1. Any questions or complaints should be directed to Scott Student Center Office. Appeals to decisions rendered should be made in writing to the Posting Manager, or the Director of the Scott Student Center.
2. This policy is subject to review and revision.

Publicity

The College utilizes uniform design standards. These must be used on theme week/month posters, brochures, or for any formal off-campus advertising. For example, the Ramapo Logo must appear on the upper left or bottom right of any flyer or publication. Please stop by the Scott Student Center Office and speak with a Student Activities staff member for more information.

POLICY SUMMARY

1. Flyers up to 11" x 17" may be left off at the Scott Student Center Office for stamping and approval. These flyers (17) will be put up on the appropriate bulletin boards throughout the Scott Student Center and academic wings by the Scott Student Center part time employee staff within 48 hours of submission.
2. Flyers designated for posting in the residence halls must also be stamped for approval by the appropriate Residence Life office and left off with the Residence Life staff for posting.
3. Flyers in excess of 11" x 17" such as posters or banners require that a posting waiver and a \$50 deposit (check requisition) be left with the Posting Manager. Event sponsors are responsible for putting up and taking down such oversized ads. Failure to remove all ads 24 hours after the event will result in forfeiture of the \$50 deposit. All ads must be put up with masking or drafting tape that is "double stick" tape, to the back of the ads. **FAILURE TO USE SUCH TAPE WILL AUTOMATICALLY RESULT IN LOSS OF THE \$50 DEPOSIT.**
4. Events may also be publicized by using the Student Activities Monthly Calendar, Campus Source, the Route 202 signboard (through the Institutional Relations office), and through WORD online (word.ramapo.edu) for access to campus cable and the online calendar options.
5. WHERE YOU CAN POST:
 - a. In any of the 2nd floor academic wings (A, C, D, and E) along the metal blacktop running across the ceiling or in the grip strips. (Cannot post in B, atrium walls, and 1st floor core walls).
 - b. On any of the designated open bulletin boards in G wing prior to entering the floor entrance.
 - c. On the large walls directly across from the 2nd floor stairwells of each core. Once again, such ads must be attached to the blacktop surface with masking or drafting tape.
6. WHERE YOU CANNOT POST:
 - a. ANY painted surface (this includes next to bulletin boards on the first floor, new campus signs, core walls and walls in the Scott Student Center next to the ATM).
 - b. Windows, Bathroom Stalls, Doors (including Grip Strips located on doors)
 - c. The main reason behind this is that all forms of adhesive tend to take paint off of surfaces. The general rule of thumb is to look for a blacktop or plastic unpainted surface where you can post without creating damage to the environment we all share.

Self-Posting Application

In order to post flyers/posters larger than 11 x 17, you must fill out this Self Posting affidavit and agree to the posting regulations by signing below. By filling out this Posting Waiver form, you agree to submit a \$50 deposit with this form (Check Requisitions are acceptable for recognized clubs, organizations, and departments) and drop the posters off for approval and stamping (within 48 hours of drop-off) in the Scott Student Center Office (SC200). Upon approval, the following conditions are applicable:

- Flyers/posters may be placed in specially designated grip strips or adhere them to blacktop using only drafting or masking tape. The tape must be attached to the flyer/poster from the blacktop and "hang freely" thereafter.
- Posters/Flyers may only be attached to the blacktop surface running across the ceiling in Academic Wings (except for B Wing or G Wing, where NO POSTING IS ALLOWED).
- You may run one "column" of flyers/posters per academic wing, running from the blacktop on the ceiling to the blacktop on the floor. Flyers/posters cannot be taped onto the core walls on the first floor of the academic wings. Groups and organizations are limited to one grip strip or section of blacktop surface per wing.
- It is then the responsibility of such individuals/organizations to remove these announcements within 24 hours after the event has occurred. Failure to do so will result in forfeiture of the deposit.

Individual's Name: _____

Club/Organization: _____

Phone/Campus Extension: _____

Address/Campus: _____

I agree to the terms and conditions outlined in both this document and the Posting Policy. I understand that any violation of the policy will result in the forfeiture of my posting deposit and possibly the club/organizations' posting rights in the future. Any questions or problems can be directed to John Benfield, the Posting Manager.

Signature: _____

Date: _____

****Please note that you will be called within 48 hours upon receipt of application to be notified that your posters are ready for pick up at Scott Student Center (SC200). If you do not hear from us by then, please call Information Systems at x7775 and ask to speak to the Posting Manager.**

Chalking Application

In order to chalk on Ramapo campus, you must fill out Chalking Application and agree to the chalking regulations by signing below. By filling out Chalking Application form, you agree to submit a \$50 deposit with this form (Check Requisitions are acceptable for recognized clubs, organizations, and departments). This application will be either approved or rejected within 48 hours of drop off, and it may be picked up in the Student Center (SC200). Upon approval, the following conditions are applicable:

- Your chalking will not be done on any buildings, either academic or non-academic. Your chalking will only be done on sidewalks and/or blacktop walking surfaces.
- All chalking will be removed either 24 hours after the event or two weeks after first day of chalking. If chalking is not removed, you will be fined by the Office of Student Development, Facilities, or both.
- If any person or organization has a conflict with the chalked message, they will be given the contact information of the responsible individual or party.

Individual's Name: _____

Club/Organization: _____

Phone/Campus Extension: _____

Address/Campus Address: _____

I agree to the terms and regulations outlined in the Chalking Policy of Ramapo College of New Jersey. I understand that any violation of the policy will result in fines from the Office of Student Development, Facilities, or both.

Signature: _____ Date: _____

Name (print): _____