

# **Nova Southeastern University Posting Policy**

## **General Posting Policy**

Nova Southeastern is committed to supporting an engaging and dynamic campus community. This document is intended to support this goal by ensuring that students and staff understand the numerous pathways for marketing their events and initiatives as well as the process for doing so. Following are some posting guidelines:

- Materials should not be posted or distributed until appropriate approval has been received.
- All announcements should have contact information for the sponsoring organizations or individuals as well as the date, time and location of the event. Postings should be grammatically correct and well-written.
- Material(s) shall be posted only on approved posting areas designated in this policy. Publicity material should not be placed, written, or painted upon any surface (interior or exterior) including trees or shrubs, cars, poles, signs, doors, windows, walls, sidewalks, or other structures unless permission is received from the contact person for the building.
- It is the responsibility of the sponsoring individual or organization to remove all postings on the day following the event.
- The distribution of material(s) shall be consistent with the orderly conduct of the university's affairs, the maintenance of university property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Distribution by means of personal solicitation, accosting individuals, hawking, or shouting is strictly prohibited. Violations of this policy constitute violations of university policy and will be addressed through the appropriate disciplinary channels.

Acceptable types of publicity include:

- Events or information associated with NSU clubs and organizations
- Events or information associated with NSU administrative offices or academic programs
- Personal pursuits such as selling a car, book, furniture or searching for a roommate (unless specifically prohibited within a specific building policy)

Unacceptable types of publicity include:

- Any publicity that refers to alcohol or other drugs.
- Publicity that contains statements or pictures that would reasonably be perceived as offensive or insensitive to any group on the basis of religion, ethnicity, age, disability, gender or sexual orientation.
- Publicity for outside companies or vendors.

## **Specific Policies For Each Building**

- A. Alvin Sherman Library, Research, and Information Technology Center**  
Materials must be approved by the Coordinator of Events and Facilities, located in 3049 on the 3<sup>rd</sup> floor of the library or at (954) 262-4612. All approved material(s) will be posted by the coordinator, who, on behalf of the library, can reject or remove any sign. Priority will be given to materials for Alvin Sherman Library events, NSU

events, and partnering agencies. Requests from commercial or unaffiliated organizations will not be considered for posting. Following are the guidelines:

- Signs will be posted only on surfaces specifically designated for this purpose by the Coordinator of Events and Facilities.
- Materials posted must not overlap/cover other signs.
- Signs written in a foreign language must be accompanied by an English translation.
- Individuals who post signs themselves against policy are responsible for any property damage
- Acceptance of signs for posting does not imply approval or disapproval by the Alvin Sherman Library of the ideas and opinions expressed.
- All signs shall be temporary. The Alvin Sherman Library reserves the right to establish reasonable time limits for all signs.
- Signs posted by individuals against policy will be removed.

**B. Athletics and Student Affairs Building**

Any material related to NSU (organization, activity, etc.) must be approved by the Assistant to the Dean in his/her office in ASA 101.

- One (1) flyer may be posted at the front door and one (1) at the elevator.
- One (1) easel is allowed to remain in the lobby for two (2) weeks. The easel must be provided by the student or organization.
- The poster must be a size E.
- A maximum of twenty-five (25) flyers may be placed on the desk or on the table, but must be approved before by the Office of the Dean.
- Any type of other publications (i.e. sidewalk chalk) may be subjected for approval by the Assistant to the Dean at (954) 262-7295.

**C. Carl DeSantis Building**

Materials must be approved by James Thoppil at (954)262-5268 on the 5<sup>th</sup> floor of the DeSantis Building room 5060.

- All signage and postings must be displayed on the west side of the reception desk area.
- There are plastic sign holders at the entrance of every classroom where you may post flyers. Tape (of any kind) is not to be used on the wall or doors of the Carl DeSantis Building.
- Banners are allowed only during the day of the event and must be tied to the banisters, not taped.
- Only four (4) copies of the material are allowed to be pinned to bulletin board.
- One (1) poster on an easel is permitted if the easel is provided. This is allowed to showcase.
- Twenty-five (25) flyers may be placed on the front desk if they are approved beforehand.

**D. Health Professions Division**

If you have any questions or require any further information please contact Event Coordinator, April Mitchison at (954) 262-1521 or her assistant, Ashley Klein x21517 located in room 1511 of the Terry Building.

- Bulletin boards are available throughout the building for 8 ½ x 11 fliers. Upon approval, tripods can be set up in designated locations for your posters or signs.
- Tape (of any kind) is not to be used on the walls, windows or doors of any of the six buildings in the Health Professions Division.

#### **E. Mailman-Hollywood Building**

- At this time, there are no public areas for student postings.
- Any flier hung will be removed.
- Not permitted:
  - Easel posters for student organization events inside the lobby.
  - Postcards, handbills, or table tents on lobby tables.
  - Postings outside the building on posts, railings, tables.
  - Postings inside classrooms.
  - Posting on walls, windows, elevators, and bathrooms.
- Easel displays and tabletop materials inside the first floor lobby are permitted for administrative and academic purposes only. They can be displayed for two (2) weeks, but may remain if space is available. Arrangements must be made through OIS prior to posting at [ois@nova.edu](mailto:ois@nova.edu) or (954) 262-8185.

#### **F. Maxwell Maltz Psychology Building**

Fliers that are stamped as approved can be posted on designated bulletin boards throughout the building. All publicity must be reviewed and approved by one of the following:

- The Center for Psychological Studies Office of the Dean, located in Room 2020 and available at (954) 262-5701.
- Susanne Marshall, located in Room 2026 and contact Erica Guterman (Assistant) at 954 262-3003.

#### **G. Parker Building**

Each student organization is assigned a bulletin board for their publicity information and is identified with a number in the lower right hand corner. To request a board please contact [teamslce@nova.edu](mailto:teamslce@nova.edu). Content may not exceed the boundaries of the board or cover the frame. General bulletin boards are available for the NSU community and are labeled on the lower right hand corner. Fliers 11 x 17 inches may be posted on the General Boards with permission by the Office of Operations. To obtain a stamp of approval, please go to room 136. Once the fliers are stamped, students may post them and are required to remove them after the event. All materials without the stamp will be removed and discarded. Banners can be hung outside the building during an event but must be taken down when the event ends.

If an event is academic in nature, the faculty advisor can e-mail [berner@nova.edu](mailto:berner@nova.edu) or [ada@nova.edu](mailto:ada@nova.edu) by the 20<sup>th</sup> of the month before the event and it will be posted on the calendar in the located near the elevator.

#### **Not permitted**

- Easel posters for student organization events inside the lobby.
- Postcards, handbills, or table tents on lobby tables.

- Postings outside the building on posts, railings, tables.
- Postings inside classrooms.
- Posting on walls, windows, elevators, and bathrooms.

Easel displays and tabletop materials inside the first floor lobby are permitted for administrative and academic purposes only. They can be displayed for two (2) weeks, but may remain if space is available. Arrangements must be made through OIS prior to posting.

#### **H. Residential Life and Housing**

Any publicity or marketing must be approved by the Director of Residential Life who can be reached at (954) 262-7062 or Aarika Camp (Assistant) at x27084 and is located in Room 117H in the Commons Residence Hall. Approval of all publicity is at the final discretion of the Residential Life and Housing Senior Staff who can be contacted at [reslife@nova.edu](mailto:reslife@nova.edu).

- To post flyers on all RA bulletin boards, provide thirty-eight (38) copies of the flyer.
- Flyers will be posted and removed by the RA.
- To post large posters in each hall, please provide four (4) large posters to be posted and removed by the Office of Residential Life and Housing.
- No publicity can be hung on individual doors of residents.
- All chalking of the sidewalk surrounding the residence halls must be approved in advance.
- All approved publicity must be in compliance with the following posting guidelines:
  - No marketing materials are allowed to be placed on cars
  - No marketing materials can be taped on the glass doors to any of the halls
  - All materials must be copied by the organizations sponsoring the event
  - All student and Greek events must have prior approval from the Office of the Student Union
  - All publicity materials must be posted with special tape provided by the Office of Residential Life and Housing
  - All events must have direct sponsorship by a recognized NSU office, club, or organization. Fliers marketing roommate opportunities, books or furniture for sale and other personal publicity will not be approved.

Solicitation includes the distribution of flyers, announcements, and posters, as well as sales, fundraising, and donation seeking in the Residence Halls. Door to door solicitation in the residence halls is prohibited. The Office of Residential Life and Housing must approve any solicitation in the halls.

#### **I. Rosenthal Student Center**

The Student Affairs Office of the Dean must approve and stamp all flyers for posting on the designated Student Affairs bulletin boards. Two flyers can be submitted for posting on the designated bulletin boards. One size “D” poster may be submitted for posting on the side glass windows of the sliding glass door. Easel posters must be approved by the Office as well. All flyers must be submitted for approval at least one week prior to the event. The flyers stay up for two weeks or until the event is over and then they are taken down.

To have your flier approved, go to the Rosenthal Student Center, Room 100 and drop off two flyers or one poster to someone on our staff who will approve and post the flyers for you. If there is not approval by the office, the flyers will be removed and disposed. Please contact Belinda Pina, Administrative Assistant to the Associate Dean of Student Services at (954) 262-7280 with any questions you may have.

#### **J. Shepard Broad Law Center**

Any publicity or signage to be posted in the Law Center must be approved by the Facilities Manager or his or her designee at (954) 262-6013. Fliers can be approved at the information desk located on the first floor, as well. All student organization information will be posted on the bulletin boards in the Student Organization Rooms (rooms 162-166). The Student Bar Association assigns space and is generally responsible for these bulletin boards.

#### **K. University Center**

##### **Designated Locations and Procedures**

. Only registered student organizations, academic units and university departments and approved non-university entities may publicize in the University Center. Please allow twenty-four (24) hours for approval of all publicity. Approval of all publicity will be indicated by the placement of an ink stamp on the publicity. The stamp will have a date of expiration fourteen (14) days from when it is posted. A Student Union staff member will be responsible for the posting and removal of all publicity in the designated area. For more information, call (954) 262-7288.

Publicity may be displayed as indicated below:

- **Easels**
  - Easels are only allowed at the North and Main Lobby entrances. All easels are supplied by the Student Union. Only one easel at each entrance is permitted at one time per sponsored group. Publicity may be rotated during the 14 day period at the discretion of a professional staff member. All posters will be disposed of on the end of the fourteenth (14) day.
- **Window/Glass Posters**
  - Window/Glass posters are only allowed in the Flight Deck and at the North Information Desk. All posters placed on the windows of The Flight Deck and on the glass partition located behind the North Entrance Information Desk must be a vertical size E (34" x 44") double sided printed poster (This service is available in the Main Library). All posters will be disposed of on the end of the fourteenth (14) day.
- **Table Tents**
  - Table tents are only allowed in the Flight Deck, Flight Deck Patio, Shark Dining area, the Pit area, 2<sup>nd</sup> and 3<sup>rd</sup> floor University Center lounge areas. The Student Union will supply clear plastic table tents for the above mentioned locations. All inserts for the table tents must be designed as a 4x6 vertical postcard. A maximum of 65 table tents are available as displays.

All other publicity material(s) (i.e., flyers, posters, table tents, floor signs, banners, wall murals, message boards, televisions, easels, displays, etc.) must receive written approval

from the Director of the designated area listed prior to posting in the University Center. To meet with a Director, please visit one of the following offices:

- The Student Union Office, Office Suite 1235 or (954) 262-7286
- The RecPlex – Campus Recreation Office, Office Suite 1235 or (954) 262-7304
- The Arena - SMG Management Company, Office Suite 1218 or (954) 262-8895

#### **L. William and Norma Horvitz Administration Building**

All materials need to be approved by Maria Lemme who is located in Room 284 and can be reached at (954) 262-8940.

#### **M. The Current newspaper**

Student organizations may advertise in *The Current* at discounted rates. The Current Office is located in the Athletics and Student Affairs building (ASA) Room 105 and can be reached at (954) 262-8455. Student organizations may also submit calendar events and news briefs to be published at no cost. Organizations interested in advertising in the newspaper should contact the Business Manager at (954)262-8461; for all other items, the Editor-in-Chief may be contacted at (954)262-8455. In order to appear in the next issue, all advertising must be submitted by 5pm Wednesday. The Advertising Manager or Advisor will approve all material submitted.

#### **N. The Radio Station (WNSU)**

Student organizations may publicize on *WNSU Radio X 88.5 FM* at discounted rates. Public service announcements are also accepted without any costs. Organizations interested in publicizing on the radio station should contact the Business Manager at (954)262-8457 or stop by the office on the first floor of the Rosenthal Student Center. Content is approved by Michelle Manley or Esther Fortune. Rates can be found at <http://www.nova.edu/radiox/business.html>. Deadlines depend on the desired amount of “air time.”

#### **O. On the web**

Student organizations can advertise events on the University’s web calendar. To post an event, go to [www.nova.edu/cal/sald](http://www.nova.edu/cal/sald). Official student clubs or organizations sponsored by the University may create and maintain web pages with the organization as the focal point. A designated club member possessing the requisite computer skills must be appointed by the club or organization to serve as the webmaster. The webmaster will be responsible for creating and maintaining the organization’s webpage with approval from the Director of Student Leadership and Civic Engagement in Room 202 of the Rosenthal Student Center. The Director can be reached at (954) 262-7294. The webmaster may obtain a copy of the Information Provider Agreement (IPA) form online at <http://www.nova.edu/common-lib/policies/ipa.html>.

More information and the policy on the use of material in web pages can be found at <http://www.nova.edu/common-lib/policies/copyright.html>. For assistance with print and non-print copyright clearances, call Media Services at (954) 262-4920. Individuals and departments creating web pages must secure rights to all material copyrighted by others, including but not limited to, text, images, and sounds, before using such material for their web pages. If there are any questions regarding copyright permission of Publications Department at (954) 262-8850 for guidance.