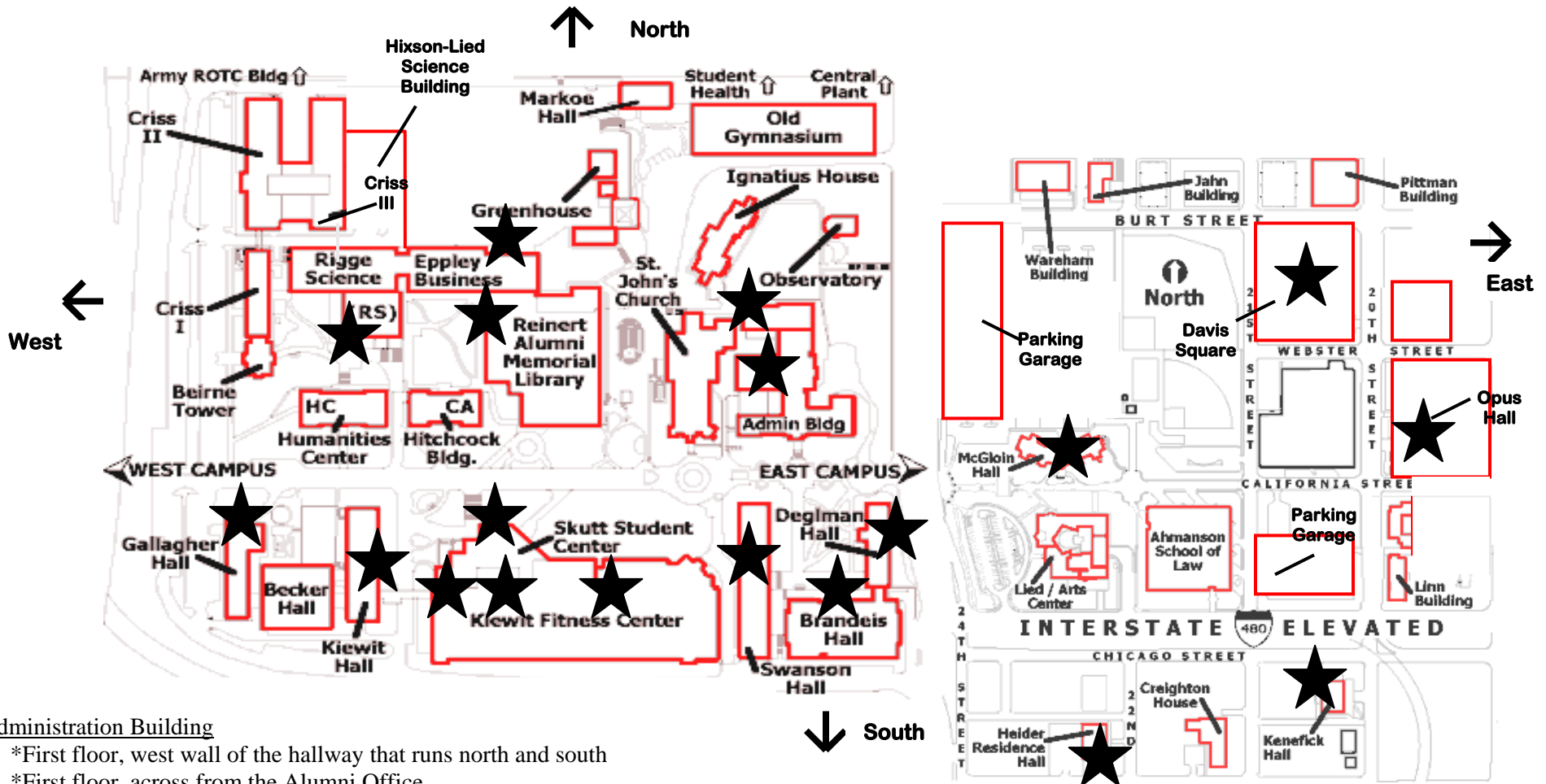


Posting Map

Post only on boards indicated “Campus Posting Board” and marked by the Student Activities Office



Administration Building

- *First floor, west wall of the hallway that runs north and south
- *First floor, across from the Alumni Office

Eppley Business Building

- *Second floor, next to Dean’s Office

Eppley Business Building/Reinert Library

- *Between the library lower level and business building 2nd floor

Reinert / Alumni Memorial Library

- *Commons area across from the main entrance

Kiewit Fitness Center

- *East hallway across from courts (**Please choose only ONE of the 3 boards**)
- *West walkway above the pool
- *Breeze way between the Fitness Center and Kiewit Residence Hall

Riggs Science Building

- *First level next to Riggs Lecture Hall 110

Student Center

- *Upper level, next to the Student Center Office

ALL Residence Halls

- *Please ask front desk worker of each hall where the Campus Posting Board is in that specific hall

Brandeis

- *Top row of brick wall, outside the dining hall entrance

POSTING POLICY AND PROCEDURES

(from the Student Handbook)

The Student Activities Office manages the 17 official campus posting boards on the main university campus as a service to students, departments, organizations, and off-campus vendors. Registered Student Organizations, University departments and University affiliated vendors may post without approval from the Student Activities Office. Non university-sponsored groups or individuals such as off-campus vendors and individuals advertising merchandise, products, services or information, and/or any event not officially sponsored by Student Organizations and University departments must have approval from the Student Activities Office. Unregistered student organizations are not university-sponsored and must receive approval before posting. All postings must comply with the Posting Standards (found below).

Posting Involving Alcohol

Materials with any reference or implied reference to alcohol must be approved by the Student Activities Office professional staff before posting. It must conform to the Posting Standards, the University Alcohol Policy and the "Guidelines for Promotion of Events where Alcohol Will be Served." (Guidelines can be found online at www.creighton.edu/studentactivities or in the Student Handbook.)

Posting Standards

All materials posted on "Campus Posting Boards" must be in compliance with the following Posting Standards:

1. The content of all materials displayed on Creighton's campus must conform to the Creighton University Mission and the Student Code of Conduct and must avoid demeaning, sexual, racial, or other discriminatory reference.
2. Materials may be displayed only on boards marked "Campus Posting." A list of these official boards is available through the Student Activities Office. Materials may not be attached to building walls, trees, hallways, doors, stairwells, or any painted surface.
3. Posters and fliers may not exceed 18" x 24".
4. Only one copy of a poster or flier may be displayed per bulletin board.
5. Only staples and pushpins may be used to hang fliers on the boards; no tape or adhesives. Sponsors are responsible for posting their materials and must supply their own pins or staples when posting.
6. The name of the sponsoring organization, department, vendor or individual and contact information must appear on every poster.
7. Materials may be on display for two weeks unless approved and stamped for a longer period.
8. All postings for fundraising activities/events must include the name of the individual or organization benefiting from the activity. Additionally, all lottery and raffle winners will be announced to the University community using JayNet News, CU Today, the Creightonian, or other official forms of communication.
9. All postings for fraternity and sorority recruitment require the approval of the Assistant Director for Greek Life and Leadership.

Procedure for Approval

Any non university-sponsored groups or individuals wishing to post on the Campus Posting Boards must have approval from the Student Activities Office. Approval is granted after the materials have been properly registered, compliance with posting standards has been verified, and materials have been stamped "Approved for Posting."

Administration of Policy

The Student Activities Office administers this policy. Any questions related to the policy, procedures and posting locations should be directed to the Student Activities Office. The Student Activities Staff will make judgments regarding the appropriateness of materials. Appeals to the decision or process may be made to the Student Life Policy Committee via the Vice-President for Student Services office. The Student Activities Office will periodically clear the posting boards of outdated posters and fliers. Materials improperly posted or inconsistent with this policy will be removed, and the violator may be subjected to penalties.

Other Promotional Materials

Creighton Students Union Elections

CSU election campaign posters must be in compliance with the **Posting Standards** and the following:

- 1) Election materials may not be displayed prior to two weeks before the respective election
- 2) All election materials must be removed within 3 days after the election.

Banners

Banner space in the Student Center, and outside the dining halls may be reserved by contacting the Student Activities Office. Reservations are for one week. Banners are to advertise specific events/programs only and must comply with the above applicable Posting Standards.

Table Tents

Table tent space in the Student Center, the dining halls, and retail food locations may be reserved by contacting the Student Activities Office. Reservations are for one week. Table tents are to advertise specific events/programs only and must comply with the above applicable Posting Standards.

Licensing Waiver

Prior to production the Student Activities Office must approve all t-shirts and other merchandise.

Merchandise

Registered student organizations using the "Creighton University" or the "Bluejay" names or logos in any commercial venture must have the materials approved by the Student Activities Office before production, as both are registered and protected trademarks of Creighton University (uses of the Creighton Trademarks are protected by the Sports Information Office).

Posting in Other Places

Residence Halls

Approval from the appropriate Resident Director must be obtained before posters, fliers or other materials can be placed on residence hall floors, lobby bulletin boards, or any other area of the residence halls. Generally, posters can be left at the residence hall desks to be placed by residence hall personnel.

University Departments & Professional Schools

Posting must be approved by authorized personnel in their respective areas.

Handbills

Promotional materials may not be handed out to students on the Creighton campus, either outside or inside buildings. Promotional materials may not be placed on cars in the University parking lots. This is a violation of Omaha Code 1959 Ord. No. 21486.

Violations

All promotional materials must conform to the Creighton University Mission and the Student Code of Conduct and must avoid demeaning sexual, racial, or other discriminatory reference. Violators of this policy may be subjected to: suspension of posting privileges, loss of registration for the sponsoring organization, a fine of up to \$25, and other University disciplinary action.