

## I. General Scope

This policy affects the following groups of the University:

- Entire University Community

## II. Scope Detail

This policy affects all members of the University Community.

## III. Policy Summary

In order to preserve DePaul University community standards and ensure the aesthetic quality of the campuses, the following guidelines are provided to advertise on the Lincoln Park and Loop campuses.

## IV. Policy History

**May 02, 2006:** No changes, Suzanne Kilgannon

**2/7/2003:** Policy revised to meet new University guidelines.

**November 2, 1992** Prepared by Peggy Clark, Associate Vice President for Student Development.

**July 1, 2002** Reviewed and revised by Suzanne Kilgannon, Director for Student Life with revisions that updated the locations of the Student Center and Loop Campus Student Union and table promotion policies.

**February 07, 2003:** Policy revised to meet new University guidelines.

**November 2, 1992** Prepared by Peggy Clark, Associate Vice President for Student Development.

**July 1, 2002** Reviewed and revised by Suzanne Kilgannon, Director for Student Life with revisions that updated the locations of the Student Center and Loop Campus Student Union and table promotion policies.

## V. Policy Approvals

Minor Changes/No Changes	05/02/2006
Presidential Approval	04/01/2003
Executive Vice President	03/17/2003
Divisional Vice President	02/12/2003

### **ON CAMPUS ADVERTISING FOR THE DEPAUL UNIVERSITY COMMUNITY:**

There are a number of ways to advertise on the Lincoln Park and Loop campuses. They include:

- *Bulletin Boards* - located in a variety of buildings on both campuses
- *Promotional Boards* - located in the DePaul University Student Center (LPC) and 11th Floor DePaul Center (LC) exclusively for the campus community
- *Student Center Info Channel* - located in the DePaul University Student Center exclusively for the campus community
- *Table Tents* - for tables in the dining centers of the DePaul University Student Center and the 11th Floor DePaul Center Loop Campus
- Handbills
- *Chalking* - permitted only on the Lincoln Park Campus
- *Promotion Tables* - located on the 1st Floor of the DePaul University Student Center and the 11th Floor of the DePaul Center Loop Campus

In order to preserve DePaul University community standards and ensure the aesthetic quality of the campuses, the following guidelines are provided:

- Materials are limited to a maximum size of eleven (11) inches and seventeen (17) inches.
- Materials are limited to a one per bulletin board with a maximum of 20 per campus except for in the residence halls. The maximum for residence halls is 85.
- Materials must have the responsible organization/department marked in a visible manner.
- Materials must be appropriate in content. For example, materials must not be abusive or demeaning, encourage the sale or use of alcohol, promote or facilitate any aspect of substance abuse or encourage specific illegal acts.
- Materials must display an original approval stamp. Copies of the stamp will not be permitted.

Materials for posting on campus must be approved and registered with the Office of Student Life (Suite 201 DePaul University Student Center at LPC and 11th Floor DePaul Center at LC). A copy of all promotional materials will be kept on file and date stamped for timely removal. Materials may be posted for up to 14 days prior to the event. All materials will be removed the day after the event has occurred.

Materials for posting in residence halls must be approved and stamped in the Residence Life central office located in Centennial Hall, Lincoln Park Campus. The Residence Life staff will distribute the flyers to the halls for posting by the hall staff.

### **Posters/Flyers**

Bulletin Boards located in the DePaul University Student Center (LPC):

- 3 bulletin boards on the first floor
- 2 boards in the recreation center on the second floor
- 2 boards outside the restrooms on the second floor

Bulletin Boards located at the 11th Floor DePaul Center (LC):

- 6 posting boards

### **Promo Boards**

Promo boards are reserved through the Office of Student Life on a Sunday to Saturday cycle. Reservations may be made for that entire week or any portion thereof. An organization may have one reservation at a time and cannot have reservations for consecutive weeks to accommodate demand. 12 promo boards are located on the 2nd floor of the DePaul University Student Center (LPC) and 7 are located on the 11th floor of the DePaul Center (LC). The LPC promo board size is 3 feet 9 inches high by 1 foot 9 inches wide.

**Table Tents**

Table tents can be made from a sheet up to 8.5 x 11 folded into any form for placement on tables in the university dining centers, with a maximum of one per table. One copy of the table tent must be approved by the Office of Student Life.

**Handbills**

May be handed out anywhere on campus but cannot disrupt the flow of pedestrian traffic, especially in or near campus buildings. One copy of the handbill must be approved by the Office of Student Life.

**Info Channel**

The process for posting on the information channel will be available by the end of January 2002.

**Chalking**

Chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on any vertical locations including sides of buildings, etc. All chalking must indicate the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by facility services and the cost of the removal may be charged back to the responsible party.

**Promotion Table**

There are 6 foot tables that can be reserved to promote upcoming events. The table cannot be reserved on behalf of an external vendor. Tables must be reserved one week in advance. External vendors are charged a fee for tables on campus (see below for details). Contact the Office of Student Life in either Lincoln Park or the Loop to request the paperwork needed to reserve a table.

**FOR OFF-CAMPUS COMMUNITY:****Flyers**

Members of the off campus community are limited to the use of flyers as the means of advertisement. There is a limit of five (5) flyers for posting on the Lincoln Park campus and a limit of two (2) flyers for the Loop campus. Flyers must be approved and date stamped by the Office of Student Life (Suite 201 DePaul University Student Center for Lincoln Park and 11th Floor DePaul Center for the Loop Campus). Approval will be based on the above-mentioned guidelines.

**Promotion Tables**

Members of the off campus community can also reserve 6 foot promotion tables in either the Lincoln Park or Loop campuses. They are located on the 1st floor of the DePaul University Student Center and the 11th floor of the DePaul Center Loop Campus. The fee for the table is \$150 per day/per table. Tables must be reserved one week in advance. No credit card solicitation is permitted on campus. Contact the Office of Student Life in either Lincoln Park or the Loop to request the contracts needed to reserve a table.

**VII. Procedures**

Materials for posting on campus must be approved and registered with the Office of Student Life (Suite 201 DePaul University Student Center at LPC and 11th Floor DePaul Center at LC). A copy of all promotional materials will be kept on file and date stamped for timely removal. Materials may be posted for up to 14 days prior to the event. All materials will be removed the day after the event has occurred.

Materials for posting in residence halls must be approved and stamped in the Residence Life central

office located in Centennial Hall, Lincoln Park Campus. The Residence Life staff will distribute the flyers to the halls for posting by the hall staff.

#### VIII. Divisional Collaborations

None

#### IX. Contact Information

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#### X. Appendices

None