

## **Water Tower Campus Posting Policy**

This policy governs the posting on public bulletin boards in all Water Tower Campus buildings. Loyola University Chicago reserves the right to refuse or remove, without notice, materials which are judged to be contrary to these guidelines or items which have been posted without approval. Loyola University Chicago staff is not responsible for any flyers that are torn down, damaged or defaced.

Bulletin boards located inside a given department, office, college, school, or institute, are controlled by that particular department, office, etc.

Approval of a flyer for posting in one building or department does not confer approval for posting in other buildings or departments. Each office, department, college, school, or institute determines what will be posted on bulletin boards within their area.

### **Requirements**

All postings must include the contact information for Non-Loyola entities or the name of the sponsoring LUC organization. Flyers may not exceed 11 x 17 in size unless approved by a particular office, department, college, school or institute. Items must be posted on bulletin boards, rather than tacked or taped to walls, doors, within elevators, or restrooms. Postings found elsewhere will be removed.

### **Prohibited Postings**

All content on flyers must be approved by the appropriate office, department, college, school, or institute. Content may not include any references, either direct or indirect, to profanity, or anything that violates University Community Standards.

Graduate, professional and adult student organization flyers may reference the serving of alcohol; however, flyers must comply with [The Alcohol and Other Drug Policy](#). No flyers posted in Arrupe College may reference alcohol. Arrupe College occupies floors 1-4 of Maguire Hall.

*Flyers regarding sub-leasing and sales are prohibited.*

### **Approval Process**

Posting approval is at the discretion of the posting manager by location.

### **Listing of all Water Tower Campus buildings:**

*Baumhart Hall*

*Corboy Law Center*

*Lewis Tower*

*MaGuire Hall*

*School of Communication*

*Schreiber Center*

*Terry Student Center*

## Posting Policy for each Water Tower Campus building

### ***Baumhart Hall***

- Fliers will be approved and posted by the Residence Life Staff according to the following parameters:
- Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola offices, departments, colleges, schools, and institutes are welcome to promote their events and initiatives.
- Flyers may not exceed 11x17 inches, but 8.5x11 is strongly preferred as space is limited.
- Loyola University Chicago is not responsible for any flyers that are torn down, missing, damaged, or defaced.
- Fliers will be posted in the main elevator lobby (one flier) and/or on each residential floor (16 total) dependent on the number of fliers provided.
- Flyers should be submitted in person to the Baumhart Hall 405 Office, Monday to Friday 9 AM to 7 PM. Approved flyers will be stamped and approved for 2 weeks at a time, unless an exception is granted.

### ***Corboy Law Center***

Law Library portions of Floors 3, 4, 5, 10-14 and 1<sup>st</sup> floor lobby

Postings are prohibited. Any extreme need for a special exception should be submitted to the School of Law administration

Floors 1, 2, 7, and Lower Level

#### **Who can post**

Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola offices, departments, colleges, schools, and institutes are welcome to promote their events and initiatives on the bulletin boards within the public areas of Corboy Law Center Floor 1 (excludes the lobby), 2, 7, and Lower Level if they adhere to this policy.

#### **What you can post**

All materials should promote events and initiatives sponsored by Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola units. They should include the name of the sponsoring organization and contact information. One (1) flyer will be accepted from non-Loyola affiliated organization. No advertisement of leasing/renting is permitted.

#### **Where you can post**

Corboy Law Center Floor 1 (excludes the lobby), 2, 7, and Lower Level

- Flyers may not exceed 11x17 inches
- Space is first come, first served. Do not post on top of other flyers or remove flyers promoting upcoming events or deadlines. Do not post on the walls around the bulletin board.
- The sponsoring organization is responsible for providing tape to affix its flyers to the bulletin board. The Terry Student Center will not provide supplies.
- No tape or tacks can be placed on the wall.
- The sponsoring group assumes responsibility for posting flyers, posters, and other promotional materials on the bulletin boards.
- Loyola University Chicago is not responsible for any flyers that are torn down, missing, damaged, or defaced.

## **Approvals**

Bulletin Boards are monitored by the Terry Student Center Information Desk, but flyers do not need to be approved before posting.

### **Lewis Library Floors 6, 8, 9**

University wide postings can be displayed on the bulletin boards located between the washrooms on floors 6, 8 and 9 of Lewis Library. Postings can also be displayed on the two large bulletin boards inside the entrance of the 6<sup>th</sup> floor, those posting will need to be approved by Lewis Library staff. Postings are monitored by Lewis Library Staff.

### **Lewis Tower**

Posting on walls is prohibited throughout Lewis Tower.

### **School of Education - Floor 10**

Individuals or groups who wish to share pertinent information about events or opportunities to the members of the School of Education community should drop off flyers on the 11<sup>th</sup> floor in the Assistant Dean's mail box. Once reviewed, they will be posted for the duration of the semester or until the date on the flyer is passed (whichever comes first).

### **School of Continuing & Professional Studies- Floor 4**

Individuals or groups who wish to share pertinent information about events or opportunities to the members of the School of Continuing & Professional Studies community can place flyers outside the School of Continuing & Professional Studies office on the 4<sup>th</sup> floor. No approval is necessary. Posting on walls and using tape is prohibited.

### **Institute of Pastoral Studies – Floor 6**

Individuals or groups who wish to share pertinent information about events or opportunities to the members of the Institute of Pastoral Studies community should drop off flyers with the administrative assistant on the 6<sup>th</sup> floor. Once reviewed, they will be posted for the duration of the semester or until the date on the flyer is passed (whichever comes first). Posting on walls is prohibited.

### **MaGuire Hall**

Graduate, professional and adult student organization flyers may reference the serving of alcohol; however, no flyers posted in Arrupe College may reference alcohol.

#### **Who can post**

Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola as well as Arrupe College offices, departments, colleges, schools, and institutes are welcome to promote their events and initiatives on the bulletin boards within the public areas of Maguire Hall if they adhere to this policy.

#### **What you can post**

All materials should promote events and initiatives sponsored by Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola units. They should include the name of the sponsoring organization and contact information. All materials should look professional. Handwritten signs are not allowed.

## **Where you can post**

### **Bulletin Boards**

Maguire Hall has a total of 25 bulletin boards. They are located as follows:

1<sup>st</sup> floor: two in the hallway, in front of Arrupe student lockers, and 2 inside Wintrust Commons

2<sup>nd</sup> floor: eight throughout hallways, in front of Arrupe student lockers

3<sup>rd</sup> floor: six throughout hallways, in front of Arrupe student lockers

4<sup>th</sup> floor: three in front of elevators

5<sup>th</sup> floor: two within School of Social Work Student Lounge, room 539

- Flyers may not exceed 11x17 inches, but 8.5x11 is strongly preferred as space is limited.
- Space is first come, first served. Do not post on top of other flyers or remove flyers promoting upcoming events or deadlines. Do not post on the walls around the bulletin board.
- The sponsoring organization is responsible for providing tape or magnets to affix its flyers to the bulletin board. Arrupe College and The School of Social Work will not provide supplies
- The sponsoring group assumes responsibility for posting flyers, posters, and other promotional materials on the bulletin boards. The group is also responsible for taking down the materials on the bulletin boards once the event or deadline has passed.
- Loyola University Chicago is not responsible for any flyers that are torn down, missing, damaged, or defaced.

### **Approvals**

All flyers must be approved by a representative from either Arrupe College's Student Services Office or The School of Social Work before posting on designated areas.

## ***School of Communication***

### **Who can post:**

Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola offices, departments, colleges, schools and institutes are welcome to promote their events and initiatives in the School of Communication (51 E. Pearson) if they adhere to this policy.

### **What you can post:**

All materials should promote events and initiatives sponsored by Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola units. They should include the name of the sponsoring organization and contact information. All materials should look professional. Handwritten signs are not allowed.

### **Where you can post:**

We have 2 Bulletin boards in the School of Communication. One is located on the second floor by the School of Communication Deans' office. The second is located in the lower level by all the classrooms.

### **Approvals:**

All flyers must be approved by the Dean's office of the School of Communication (SOC) which is located on the second floor of the SOC.

## ***Schreiber Center***

This policy governs the posting of flyers, posters, and other promotional materials in the public spaces in the Schreiber Center, the home of the Quinlan School of Business.

### **Who can post**

Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola offices, departments, colleges, schools, and institutes are welcome to promote their events and initiatives in the public areas of the Schreiber Center if they adhere to this policy.

### **What you can post**

All materials should promote events and initiatives sponsored by Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola units. They should include the name of the sponsoring organization and contact information. All materials should look professional. Handwritten signs are not allowed.

### **Where you can post**

#### **Bulletin boards**

The Schreiber Center has a total of six bulletin boards. They are located above the drinking fountains on Floors 2, 3, 4, 5, 6, and 7.

- Flyers may not exceed 11x17 inches, but 8.5x11 is strongly preferred as space is limited.
- Space is first come, first served. Do not post on top of other flyers or remove flyers promoting upcoming events or deadlines. Do not post on the walls around the white bulletin board.
- The sponsoring organization is responsible for providing tape or magnets to affix its flyers to the bulletin board. The Quinlan School of Business will not provide supplies.
- The sponsoring group assumes responsibility for posting flyers, posters, and other promotional materials on the bulletin boards. The group is also responsible for taking down the materials on the bulletin boards once the event or deadline has passed.
- Loyola University Chicago is not responsible for any flyers that are torn down, missing, damaged, or defaced.

### **Approvals**

No approval is necessary for posting.

### **Display stands**

Quinlan offers two display stands on the first floor:

1) at the bottom of the Gorman Family Great Stairs and  
2) next to the front desk. No other standing sign holders are permitted in the lobby, with the exception of day-of easels as outlined below. You must reserve display stand space, as outlined below.

- Both display stand holds two 24x36 inch posters.
- Quinlan provides a branded backing for smaller flyers posted in the display stand. We accept a minimum size of 11x17; no 8.5x11 flyers will be accepted.
- RSOs, Loyola units, faculty, and staff need to reserve a space in the display stands through 25Live, Loyola's campus reservation system, at [www.luc.edu/25live](http://www.luc.edu/25live). Search for SCHR Lobby Sign.
- Space is reserved on a first-come, first-served basis, and can be reserved in one-week increments. Your reservation and its duration will be confirmed by Susan Phillips ([sphillips2@luc.edu](mailto:sphillips2@luc.edu)).

- Organizations can only reserve space for one poster per event during a given time frame. In other words, one group cannot reserve all poster space for the same event at the same time.
- The sponsoring group must submit the poster to Undergraduate Programs (Suite 320, Patty Hernandez or Allison Davis) two days before the space reservation begins. Undergraduate Programs will place the signs in the display stand and provide a branded backing for 11x17 flyers.
- Loyola University Chicago is not responsible for any flyers that are torn down, missing, damaged, or defaced.

### **Easels**

Easels in the lobby or elsewhere in the Schreiber Center are permitted only on the day of an event to provide direction to event attendees. Easels are not permitted to promote upcoming events or initiatives. The sponsoring group must provide its own easels on the day of the event, as the Quinlan School of Business will not provide easels. Please do not place easels in front of the Loyola shield immediately inside the Schreiber Center doors.

### **Tables in Social Areas and Lounge Areas**

Only Loyola units are able to place promotional materials on tables in the Schreiber Center's social areas and lounge areas. Student groups are asked to use the bulletin boards and display stands to promote their events within the building. This does not apply to tables reserved through 25Live in the Schreiber Center lobby.

### **Where you cannot post**

Materials must be posted on the bulletin boards or in the display stands. Materials found elsewhere will be removed. Materials may not be tacked or taped to walls, doors, elevators, restrooms, or elsewhere in the building.

If materials damage any surface in the Schreiber Center, the posting organization will be held responsible for the damages.

### **Prohibited information**

Content may not include any references, either direct or indirect, to profanity, or anything that violates the University's Community Standards.

### **Removal of postings**

Loyola University Chicago reserves the right to refuse or remove, without notice, materials which are judged to be contrary to these guidelines, or items which have passed date.

### **Disputes**

We expect all members of the Loyola community to adhere to this policy. If disputes arise, contact Allison Davis ([adavis10@luc.edu](mailto:adavis10@luc.edu)) or Patty Hernandez ([phernandez3@luc.edu](mailto:phernandez3@luc.edu)) in Quinlan's Undergraduate Programs Office, or Anne Divita Kopacz ([adivitakopacz@luc.edu](mailto:adivitakopacz@luc.edu)), Quinlan's communications director.

### ***Terry Student Center***

#### **Who can post**

Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola

offices, departments, colleges, schools, and institutes are welcome to promote their events and initiatives on the bulletin boards within the public areas of the Terry Student Center if they adhere to this policy.

### **What you can post**

All materials should promote events and initiatives sponsored by Registered Student Organizations (RSO), Sponsored Student Organizations (SSO), and Loyola units. They should include the name of the sponsoring organization and contact information. One (1) flyer will be accepted from non-Loyola affiliated organization.

### **Where you can post**

The Terry Student Center has a total of four public bulletin boards. They are located by the elevator on 1, 2, 3 and by the Terry Student Center Information Desk on the 2nd floor. There are three private bulletin boards on the 3rd floor, two for WLWU 88.7 fm Radio Station and one for Campus Ministry.

- Flyers may not exceed 11x17 inches
- Space is first come, first served. Do not post on top of other flyers or remove flyers promoting upcoming events or deadlines. Do not post on the walls around the bulletin board.
- The sponsoring organization is responsible for providing tape to affix its flyers to the bulletin board. The Terry Student Center will not provide supplies.
- No tape or tacks can be placed on the wall.
- The sponsoring group assumes responsibility for posting flyers, posters, and other promotional materials on the bulletin boards.
- Loyola University Chicago is not responsible for any flyers that are torn down, missing, damaged, or defaced.

### **Approvals**

All flyers must be approved by the Terry Student Center Information Desk before posting on designated areas.