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

Updated Last: May 3, 2018
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 1st 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 6th 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 11th 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 4th 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 6th 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.

Updated Last: May 3, 2018
Where you can post
Bulletin Boards
Maguire Hall has a total of 25 bulletin boards. They are located as follows:
1st floor: two in the hallway, in front of Arrupe student lockers, and 2 inside Wintrust Commons
2nd floor: eight throughout hallways, in front of Arrupe student lockers
3rd floor: six throughout hallways, in front of Arrupe student lockers
4th floor: three in front of elevators
5th 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.

Updated Last: May 3, 2018
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. Only clear tape or magnets, supplied by the poster, may be used on the whiteboards.
- 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.

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 WLUW 88.7 fm Radio Station and one for Campus Ministry.

- Flyers may not exceed 11x17 inches

Updated Last: May 3, 2018
• 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.