



POLICY ON POSTING MATERIALS

Dated: July 20, 2015

Supersedes: None

I. PURPOSE

To reduce the clutter of flyers taped to the surfaces in the building, present a neater appearance for visitors, and protect painted surfaces from marring.

II. SCOPE

This policy applies to all faculty, staff and students posting materials on any College-owned building.

III. POLICY

Only recognized student organizations, university departments, academic units, faculty, staff, students, and others approved by the College may post on campus and may do so only on NYMC-maintained bulletin boards or other surface specifically designated for public posting. All postings for events or with deadlines must be removed within one week after the event or deadline. All other postings must be removed within one week of the expiration date, which shall be no more than 30 days from the posting date unless an extension is granted from the Facilities Department.

IV. PROCEDURES

A. In General

1. Commercial posting by off-campus businesses, organizations, entities, and individuals is permitted only with the advance written permission of, and must be stamped as approved by the Facilities Department.
2. Only events open to the NYMC community may be posted in public areas on campus. Promotion for closed events must be by invitation and may not be done through the posting on campus.
3. All postings must clearly indicate on the front face the name of the student, faculty or staff member or organization responsible for the program or event, and contact information (phone, email, and/ or physical on-campus address), the date of the program, event, deadline or

the date of the posting. The person or organization named on the poster is responsible for removing the poster from all locations within four days of the date indicated on the posting.

4. Postings are to be no larger than 11" x 17". Larger posters or banners require special permission from the Facilities Department.
5. Postings are not permitted on doors, windows, walls, lockers, partitions, bathroom stalls, columns, vehicles, trash cans, trees, sidewalks, lamp posts, buildings, benches, vending machines, telephone poles, or any other surface not designated for postings.
6. Postings may not be placed more than 2 weeks prior to the event.
7. Only one poster is allowed per board or kiosk, regardless of board size.
8. Posting over or removing existing material is prohibited.
9. Items may only be posted with pushpins or tacks. All other adhesives used to affix fliers, posters, or banners to posting surfaces (including tape, staples and stickers) are strictly prohibited.
10. NYMC reserves the right to take down all postings that do not comply with the policy or those displayed for over one week from the expiration date or the advertised event or deadline.

B. General Purpose Bulletin Boards

1. A list of approved bulletin boards and other designated surfaces for public posting is available in the Facilities Department.
2. Items may only be posted until the date of the event or deadline stated on the posting, or, in the case of postings that are not time bound, until the expiration date stamped by the Facilities Department. The expiration date shall be not more than 30 days from the date of approval, however the Facilities Department may grant extensions up to 90 days from the original approval date.

C. Designated Bulletin Boards

1. Posting on bulletin boards designated for particular organizations, departments or other purposes other than general posting is at the discretion of the entity controlling that bulletin board.
2. Advance permission to post on the board must be obtained.
3. All other procedures in section A apply.

D. Other Provisions

1. NYMC operates digital display monitors in various locations on campus. Recognized student organizations, university departments, and academic units may request to display an announcement of a program or event to

be displayed on the system for up to one week prior to the event through the day and time of the event. Images must be submitted as PowerPoint slides in the approved template. Please refer to **PR200—Digital Signage Guidelines**.

2. NYMC has a No Solicitation Policy. Please refer to the Policy on Soliciting and Distribution of Materials.
3. Violation of this policy may subject the violator to disciplinary action.

V. EFFECTIVE DATE

This policy is effective as of date signed below.


VI. POLICY RESPONSIBILITIES

- A. All Staff, Faculty, Students and Visitors - comply with the provisions of this policy.
- B. Office of Facilities
 1. Provide advice and guidance with respect to the interpretation and administration of this policy.
 2. Enforce provisions of this policy

VII. POLICY MANAGEMENT

Responsible Officer:	Director, Facilities Department
Responsible Executive:	Vice President of Operations
Responsible Office:	Facilities Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date