Posting Policy and Guidelines
Hartman Union Building

1. All postings (i.e.: advertisements, for sale/rent notices, posters, etc) must be stamped, dated, and approved by a professional staff member within the Administrative Offices of the Hartman Union.
2. A maximum of five (5) postings may be displayed for up to two (2) weeks from the date they are initially approved. All postings will be removed after the two week “stale date” or after the event, whichever comes first.
3. Postings may be placed only on approved bulletin boards. These bulletin boards are designated as “general campus events” boards. Bulletin boards located above the mail suites are also for general postings, unless otherwise noted.
4. Postings placed in unapproved locations will be removed.
5. Postings not properly approved will be removed.
6. No postings are permitted on exteriors, windows or doors of the Hartman Union Building.

Other Campus Buildings:
1. Post on approved departmental/building bulletin boards and/or approved areas. For specific locations, check with individual office departments or see the Campus Publicity Distribution Policy.

Outdoor Locations University-Wide
1. No postings should be placed on any exterior door, window or wall of any Plymouth State University building.
2. Postings/flyers are prohibited on vehicles parked on PSU property or in the Town of Plymouth.
3. Posting is prohibited on trees, poles, signs, telephones and PSU trash receptacles.
4. No postings are allowed at outdoor locations on lawns using in-ground stakes.
5. No sidewalk chalk or other sidewalk markings are allowed.
6. Any posting found at outdoor locations will be removed and discarded.

Banner Policy and Guidelines

Hartman Union Building:
1. Banners are for the promotion of upcoming events, tabling or for attracting members to the organization. Therefore, all banners must contain the following: 1.) the name of the sponsoring student organization, 2.) dates for events/tables/meetings, etc. and 3.) contact information for the student organization.
2. Banners must be approved by a professional staff member within the Administrative Office of the Hartman Union.
3. When space is available, up to two banners per organization may be displayed at one time, advertising separate events. They may remain up for one (1) week from the date of initial approval. All banners must be removed after the one week “stale date” or after the event, whichever comes first. The professional staff member will post the date & time that the banner is to be removed in the top right hand corner with his/her initials. If the sponsoring department/organization does not remove the banner at the end of the one week display period, the HUB staff will remove it and discard it. In the event that the FPL has no display space remaining for a new banner, any organization that has two banners hung when a request comes in will forfeit the space from their oldest hanging banner. If two or more organizations have two banners hung, the oldest banner among all organizations with two banners will be removed to accommodate the new request.
4. Banners may be placed only in approved locations. The professional staff member will determine where a banner may be placed at the time it is approved. Banners must not cover any light fixtures or clocks.
5. Banners may only be hung with string. Tape often removes the paint or leaves a residue on the railings.
6. Banners placed in unapproved locations or in violation of any of the guidelines above, will be removed.
7. Banners not properly approved will be removed.