**Walla Walla University Posting Policy**

**Approved by Cabinet Aug. 2, 2017**

All posters/signs placed on Walla Walla University property must cohere with WWU and Seventh-day Adventist values. Sponsors of a poster/sign are responsible for compliance with WWU's poster/sign policy.

WWU offices that approve postings*:

- Student Life
- Student Development Center
- Marketing and Enrollment Services
- Campus Ministries

*Academic and staff departments are not required to obtain authorization to display postings of their own choosing within their own departments as long as the postings cohere with WWU and Seventh-day Adventist values.

Poster/sign content that qualifies for consideration:

- WWU-sponsored events and activities.
- Local Seventh-day Adventist school and Seventh-day Adventist church official events and activities.
- Walla Walla Community College/Whitman College official events and activities that align with WWU and Seventh-day Adventist values.
- Advertisement of other off-campus organizations or events will not be authorized unless a recognized WWU student organization or department sponsors the event/activity.

Postings on Walla Walla University property must meet the following criteria:

- Postings may not contain libelous or vulgar content, and shall comply with copyright and trademark rules.
- Postings cannot advertise alcohol, tobacco products, vapors, drugs, marijuana, firearms, or other weapons.
- Postings shall not advertise items or spaces for rent or sale.
- Postings shall not exceed a size of 11” x 17”.
- Postings for events shall display the date, time, and location of the event.
- The name and contact information of the sponsoring WWU recognized group, organization, department, or member of the campus community must be clearly indicated on the poster/sign.
- Persons seeking approval of a poster/sign must:
  - Provide an actual example of the poster/sign, accurate in size, for approval.
  - Include the signature of the activity’s official WWU sponsor on the back of the example submitted for approval.
- Postings are only permitted in authorized locations:
  - Approved WWU postings are permitted only on campus interior and exterior bulletin boards.
  - Approved posters/signs from non-WWU organizations will be posted only at the WWU kiosk, located between the Administration Building and Peterson Memorial Library, and/or The Express (DX).
- There is a maximum of one (1) active poster per event, per bulletin board location.
• Job postings may only be posted with the approval of academic department or the Student Development Center.
• Posting within an academic or staff department requires the additional approval of the department’s chair/director, or designee.
• New postings should not be placed over other active postings.
• Posted items must be removed from locations by those who posted them no more than seven (7) days after they are no longer active posters.
• Unless specifically permitted by Student Life, campus postings are limited to 30 days.
• Unauthorized postings and materials posted outside of a designated posting area may be removed. Violation of poster rules can lead to revocation of posting privileges.