Advertisements Policy

- The flyer, brochure, etc. must be approved by The Office of Conferences and Events or The Office of Student Activities before being allowed to be distributed around campus. Any stipulations concerning the flyer such as size, coloration and content will be discussed with The Office of Conferences and Events or The Office of Student Activities before approval is given for distribution.
- The flyers must be taken down the day after the event has occurred by those posting the flyers.
- To use the Ellis Hall Lobby tables, please reserve the space through Events Scheduler.
- If freestanding displays are to be used they must be approved by The Office of Conferences and Events, The Office of Student Activities, as well as Facilities.
- The Office of Conferences and Events and The Office of Student Activities are not responsible for any damage that occurs to any advertisements placed on the campus. However, any Juniata College owned supplies the group having the event uses and becomes damaged, it is the responsibility of the group to cover the charge to have the supplies repaired or replaced.

Sign Policy

The following guidelines have been developed in order to encourage the advertising of activities and events while preserving the attractiveness and general condition of campus properties. The issues at hand are multifaceted including: permanent interior and exterior signage; temporary exterior signage (event signs); and flyers or posters advertising events and activities, both on and off campus.

Detailed Procedures

a. General Guidelines

i. Posters and signs shall be placed on bulletin boards or notice boards but shall not be placed on top of existing current notices.

ii. All posters and signs are to indicate an event date or expiration date and must be removed in a timely manner by the person(s) posting.

iii. Masking tape, painters tape or sticky tack must be used to affix signs and posters. The use of thumbtacks or staples is permitted only on cork-type bulletin boards. NO ELECTRICAL TAPE, DUCT TAPE, GLUE GUNS OR OTHER ADHESIVES ARE PERMITTED.

iv. Signs or posters shall not be placed on any glass area of the college, including windows, doors, or partitions. Signs or posters shall not be placed
on exterior building walls. Signs or posters are not to be placed on any glass, which covers bulletin and/or notice boards.

v. Signs or posters shall not be affixed to trees or other plant life on campus. Signs or posters shall not be affixed to park benches or trash receptacles on campus.

vi. Banners may be posted on Ellis College Center by presenting the banner to C&E who will work with Facilities Services to have the banner hung. Banners are to be hung by maintenance staff personnel only.

vii. The use of chalk for advertisements and announcements is permitted with water-soluble chalk on sidewalks only. Chalking is not permitted on the brick walkways, exterior surface of buildings, walls, steps, exterior patios or building foyers, or any vertical surface, except as authorized by C&E.

viii. Signs or posters shall not be posted in Founders Hall.

ix. Posters, signs, or chalkings found to be in violation of this policy will be removed by Facilities Services and processed as appropriate through the Dean of Students Office.

b. Relevant Policy Considerations

i. The posting of signs or posters encouraging, promoting, or advertising alcoholic beverage consumption is prohibited.

ii. Juniata College is an equal opportunity/affirmative action institution. The posting of material that is insensitive to affirmative action issues (racism, sexism, etc.) is prohibited, and alleged violations should be referred to the Dean of Students Office.

iii. Individuals and groups not affiliated with the college are required to obtain permission from C&E before posting signs on campus.

c. Residence Hall/Apartment Guidelines

i. The general guidelines listed above must be adhered to.
ii. The posting of signs or posters within the residence halls/apartments is the responsibility of the specific residence hall director. A list of the residence hall directors can be secured from the Office of Residential Life. It is the responsibility of the individual(s) to secure approval from the residence hall director prior to affixing signs within a residence hall/apartment building.

iii. Unapproved signs or posters will be removed by the appropriate staff member. Staff members are instructed to remove any poster or sign which does not adhere to the requirements listed above in "General Guidelines."

d. Violations

i. Student organizations found to be in violation of the Sign and Poster Policy, upon investigation by the Dean of Students Office, may immediately lose recognition as registered student organizations.

ii. Those posting signs in unapproved locations with adhesive that causes damage to those locations will be charged a fee to repair the damage.