Seattle Pacific University Posting Policy

Student Union Building, Gwinn Commons, Collegium, Weter Memorial Hall

**General Information:**

* All postings for display on campus must be approved by the Unicom Assistant or the Student Union Building Manager at the Unicom desk.
* Approved postings may be posted for no more than two weeks.
* Materials may be posted using push pins or staples on the bulletin boards.
* With the exception of blue painter’s tape, tape is not permitted on wall surfaces.
* Posted materials will be inspected twice each week; unapproved items will be removed.
* **Organizations responsible for any damages from posting will be held financially responsible.**
* Items posted elsewhere on campus must be approved by the building administrator.
* For special displays, contact the building manager or [Conference Services](mailto:conferenceservices@spu.edu).
* **Posting is not permitted in Martin Square, outdoor campus spaces, including exterior pillars, or on any windows.**

**Content Rules:**

* Materials must align with the mission of Seattle Pacific University, lifestyle expectations, and other general written procedures.
* Credit card advertising is not permitted.
* Slanderous materials are not permitted.
* Sandwich boards must contain campus approved materials and must only advertise campus events, programs, and services.
* Churches and para-church ministries wishing to post materials on campus must seek approval with the Office of University Ministries. For more information, visit this link: <https://www.spu.edu/depts/um/about/documents/PrinciplesandProcedures.pdf>
* **All materials must provide the name of the organization sponsoring the event.**

**Description of Designated Areas:**

Materials may only be posted in approved areas:

* Student Union Building (three postings per organization)
  + Bulletin boards
  + Wall space adjacent to the north staircase
  + No posting is permitted on windows, pillars, and other wall space
  + Table tents are permitted with permission from the [SUB Manager](mailto:submanager@spu.edu)
* Weter Memorial Hall (two postings per organization)
  + Bulletin board
  + Wall space to the right of the fireplace
  + Pillars
  + No posting is permitted on windows or walls displaying artwork
* Gwinn Commons (one posting per organization)
  + Bulletin board
  + Concrete walls (NO posting on brick)

*By signing this document, I agree to abide by the above conditions while posting materials at Seattle Pacific University in the Student Union Building, Weter Memorial Hall, and Gwinn Commons. I understand that my organization may be financially responsible for any costs of non-regular facility maintenance, or damages directly related to my posting materials.*