

Patrick and Margaret DeNaples Center Posting Policies and Guidelines

Any club, organization, or University related department wishing to hang notices, flyers, or posters in the DeNaples Center must receive approval from the Center for Student Engagement, located in DeNaples 205. Approval of such postings is not an endorsement by the University of the event or its participants. The University reserves the right to deny approval for any postings that are not consistent with our mission and identity as a Catholic university.

The following guidelines must be followed in order to gain posting approval.

- Flyers or posters should not exceed 11 inches by 17 inches unless otherwise approved by the Center for Student Engagement.
- Flyers or posters must advertise and promote an event sponsored by a recognized student club or organization or a University department. **The name of the sponsoring club or organization MUST appear on each flyer or poster.**
- Flyers or posters announcing **organizational meetings** should not be posted more than two weeks prior to the date of such meeting.
- Flyers or posters announcing **club or department sponsored programs or events** should not be posted more than three weeks prior to the event.
- All flyers and posters must be placed at designated posting areas. Use cork boards located in several areas inside the DeNaples Center. Posting in any other areas in the DeNaples Center (for example, windows, balconies, etc.,) must be approved by the Director of the Center for Student Engagement or the Dean of Students. Approvals for this type of advertisement will be limited to campus wide initiatives.
- Do not tape or staple any flyers. No posting to glass.
- Please share the space. Do not place several flyers in any one area. Do not post over previously posted flyers.
- Posters will be removed once designated expiration dates have passed. The Center for Student Engagement will place the expiration date on the poster once approved.

Procedure:

- Posters that need to be approved can be dropped off in the Center for Student Engagement (DeNaples 205) for review. Please allow 24 hours for review.
- Posters can be picked up after the review to be hung on the bulletin boards located in the DeNaples Center. It is the responsibility of the club, organization or department to hang their posters in the DeNaples Center.

Electronic Posting

The DeNaples Center is equipped with the Alumni iTower that allows for electronic posting. All advertisements (either power point or JPEG files) can be e-mailed to iTower@scranton.edu. Please see the iTower policy for further details.