



Xavier University Gallagher Student Center Posting Policies

These policies are for posting in the Gallagher Student Center.
For more information please contact the GSC Administration Office:

Walk-ins: Welcome Desk
Phone: 513-745-3201

Web: www.xavier.edu/gsc
Fax: 513-745-3212

Flyer Posting

1. All flyers must be approved by GSC Administration. Any flyers that have not been approved will be taken down and discarded.
2. Flyers will only be allowed in designated areas. Any flyer found anywhere other than the designated areas will be taken down and discarded. Designated areas include the bulletin board in the Game Room and the bulletin board located next to the lower level entrance to the GSC.
3. In order to gain approval for posting, three (3) copies of the flyer must be submitted at the GSC Welcome Desk.
4. Flyers will be posted within two (2) days of being submitted to the GSC Welcome Desk.
5. All flyers will remain posted for no more than two (2) weeks. They will be posted within two (2) days of being submitted and will remain posted for no more than two (2) weeks or until the day after the date of the event being advertised, whichever comes first.
6. All flyers will be discarded once they expire.
7. Flyers may not be larger than 11 inches by 17 inches.
8. Flyers must contain the name of the sponsoring club, organization or department.
9. All content on the flyer must be approved by GSC Administration and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook. Any exception related to student group events with alcohol must be approved in advance by the Dean of Students and must adhere to the University Alcohol Policies. Any exception related to departmental events with alcohol must be approved in advance by the appropriate Departmental Head and must adhere to the University Alcohol Policies.
10. GSC is not responsible for any flyers that are torn down, damaged or defaced.
11. GSC Administration reserves the right to remove and discard any posted or submitted flyer at any time without notice.
12. Any exception to these policies must be made in writing by the Director of the GSC.

Banner Posting

1. All banners must be approved by GSC Administration. Any banners that have not been approved will be taken down and discarded.
2. Only recognized student organizations, University departments, and Student Centers tenants may reserve the banner space.
3. Only one banner per event will be hung.
4. All paint on a banner must be completely dry before submitting to the GSC.
5. Banners must promote an event or program. No general announcements or advertisements will be allowed.
6. Banners will only be allowed in designated areas around the Atrium. Banners will be hung on the railing of the first floor around the Atrium. If there is a high demand for banner space and there is not enough space around the first floor railing, the Director of the GSC will determine if and where the additional banners will be hung. Any flyer found anywhere other than the designated areas will be taken down and discarded.
7. The location and methods for hanging banners will be determined by GSC Administration.
8. Banner space will be assigned on a first come, first served basis.
9. Banners can only be hung horizontally. The banner cannot extend beyond the floor line. Banners should not be larger than 40 inches high by 78 inches wide.
10. Banners will be posted within two days of being submitted to the GSC Welcome Desk.
11. All banners will remain posted for no more than weeks. They will be posted within two (2) days of being submitted and will remain posted for no more than two (2) weeks or until the day after the date of the event being advertised, whichever comes first.
12. Banners will be discarded once they expire. If a client would like to have their banner returned after it expires, they should request this at the time that it is submitted. Banners must be picked up within 48 hours of expiring or they will be discarded.
13. All banners should be submitted to the GSC Administration Office through the GSC Reservationist.
14. GSC is not responsible for any banners that are torn down, damaged or defaced.
15. All content on the banner must be approved by GSC Administration and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook. Any exception related to student

group events with alcohol must be approved in advance by the Dean of Students and must adhere to the University Alcohol Policies. Any exception related to departmental events with alcohol must be approved in advance by the appropriate Departmental Head and must adhere to the University Alcohol Policies.

16. GSC Administration reserves the right to remove and discard any posted or submitted banner at any time without notice.
17. Any exception to these policies must be made in writing by the Director of the GSC

Table Tents

1. All table tents must be approved by GSC Administration. Any table tent that has not been approved will be removed and discarded.
2. Only recognized student organizations, University departments, and Student Centers tenants may post table tents in the GSC.
3. Table Tents must promote an event or program. No general announcements or advertisements will be allowed.
4. Table tents must only promote events or programs. No general announcements will be allowed.
5. Table tents may only be placed on tables two (2) weeks prior to the date of the advertised event or program.
6. Table tents must be brought to the GSC Welcome Desk for approval. Only one (1) copy of the table tent needs to be brought to the GSC for approval.
7. Approximately forty table spaces are available throughout the building.
8. Only one table tent per table will be allowed.
9. Table tents will be allowed on a first come first served basis.
10. Table tents located in areas other than on tables in public spaces will be removed and discarded.
11. Table tents should not be larger than an 8.5" by 11" sheet of tri-folded paper.
12. All table tents will be discarded once they expire or after two weeks of being posted, whichever comes first.
13. The GSC is not responsible for any table tents that are damaged, defaced or discarded.
14. All content on the table tent must be approved by GSC Administration and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook.
15. GSC Administration reserves the right to remove and discard any posted or submitted table tent at any time without notice.

Chalking

1. Advertisements written in chalk, "chalking" is not allowed anywhere on, around or in the Gallagher Student Center.
2. Chalked messages may only be placed on flat, horizontal, concrete surfaces in the locations designated below:
 - a. Walkway between Kuhlman Hall and money machines
 - b. Sidewalk in front of the entrance to O'Connor Sports Center
 - c. The incline sidewalk from Victory Parkway down to the O'Connor Parking Lot
 - d. Sidewalk in front of the Hoff Marketplace main entrance
 - e. Driveway sidewalk to the University Village and inside the Village Courtyard
3. All chalk messages must be in accordance with the policies set forth in the Student Handbook.
4. Absolutely no chalk advertising can be placed on campus buildings.
5. The GSC reserves the right to remove any chalking at any time without notice.

Outdoor Signage (Sandwich Boards)

1. Only recognized student Organizations, University Departments and Student Center tenants may place signage (sandwich boards) outside of the Gallagher Student Center.
2. Signs must promote an event or program. No general announcements will be allowed.
3. Signs may only be located outside of the campus entrance to the GSC on the GSC Concourse.
4. Any sign must be presentable and legible.
5. All content on the sign may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook. Any exception related to student group events with alcohol must be approved in advance by the Dean of Students and must adhere to the University Alcohol Policies. Any exception related to departmental events with alcohol must be approved in advance by the appropriate Departmental Head and must adhere to the University Alcohol Policies.
6. The GSC is not responsible for any sign that is damaged, removed, defaced or discarded.
7. The group using the sign to advertise is responsible for placing the sign and removing the sign after the advertising is done.
8. No more than two signs will be allowed at a time. If there are more than two signs, preference will be given to the sign advertising the event that is the closest to the current date.
9. The GSC reserves the right to remove any sign at any time without notice.

Failure to Adhere to GSC Posting Policies

1. Failure to adhere to the above GSC posting policies may result in the following:
 - a. The immediate removal and disposal of the illegally posted material.
 - b. The loss of privilege of posting advertisements for a suspension period.
 - c. The loss of privilege of reserving and using space in the GSC for a suspension period
 - d. A cleaning charge to remove the illegal advertisements.