Xavier University
Policy on Advertising Events
(from the Student Handbook)

19.3 Advertisements
A. Chalk
Chalking a sidewalk as a means to communicate information about an upcoming Xavier sponsored/sanctioned program or event is permissible in designated areas of campus as outlined further in the guidelines:

- In keeping with the purposes and proper functioning of an academic community, all such chalking must be properly identified as to source and sponsorship.

- Any message used as part of chalk advertising should be in accordance with the values of Xavier University. Therefore, the messages should not represent any of the following:
  - Vulgar or sexually suggestive language or images
  - Promote the use of alcohol or illegal substances
  - Racial/ethnic/gender or religious insensitivity through language or image

- Only washable chalk should be used.

- Messages may be posted as early as 4 days prior to your event, and should be washed off within 24 hours after the event (if rain has not already done so.)

- Chalked messages may only be placed on flat, horizontal, concrete surfaces in the locations designated below:
  - Walkway between Kuhlman Hall and money machines
  - Sidewalk in front of the entrance to O’Connor Sports Center
  - The incline sidewalk from Victory Parkway down to the O’Connor Parking Lot
  - Sidewalk in front of the Hoff Marketplace main entrance
  - Driveway sidewalk to the University Village and inside the Village Courtyard

- Note: Absolutely no chalk advertising can be placed on campus buildings.
• Please be considerate to all student organizations:
  o Be sure to allow for multiple messages at each designated areas.
  o Limit your chalk advertising to no more than two of the designated locations at a time.

B. Distribution of Publications
The distribution or display of publications, handouts, literature, and other forms of printed material is a legitimate means of expression and communication.

• In keeping with the purposes and proper functioning of an academic community, all such distributions must be properly identified as to source and sponsorship. Anonymous publications, handouts, literature and other forms of printed materials are not permitted.

• Business solicitations are not permitted.

• A Xavier publication, handout, literature or other printed material is one that comes from a Xavier office, department, or a Xavier-recognized club or organization. Xavier publications, handouts, literature and other printed materials may be distributed or displayed in accordance with the guidelines below.

• Non-Xavier publications, handouts, literature or other printed materials are all those that do not originate from a Xavier office, department, or Xavier-recognized club or organization. This includes, but is not limited to the following:
  o A poster advertising a Xavier student’s band’s upcoming event, posted by a Xavier student
  o Credit card application pamphlets
  o A flyer soliciting interest in joining a local community’s “knitting club,” posted by a Xavier faculty member.

• The Dean of Students, or designee must approve all non-Xavier publications, handouts, literature, and other printed materials before they can be distributed or displayed anywhere on the Xavier campus.

• Once approved by the appropriate building coordinator, flyers may be distributed or displayed in accordance with the guidelines below:
  o All advertising must be removed within 24 hours after the event.
  o The sponsoring group will be responsible for the removal of the posting.
If this is not done, the group will not be permitted to post further materials during a suspension period.

The name of the sponsoring agency, group, or individual with contact information, must be on each poster or flyer.

Signs may be posted only in areas specifically designated and must be approved by the individual building coordinator.

Handbills, posters, and flyers may not be placed on cars, telephone poles, and trees on- or off-campus, according to city ordinance.

Display or distribution of any poster, flyer or other printed material with any reference to alcohol will not be permitted.

The display or distribution of any poster, flyer or other printed material with any pornography or profanity of any kind is strictly prohibited on the Xavier campus.

Any distributions or displays of information not conforming to these rules may be immediately removed by the Dean of Students, building coordinator, or designee.

C. Distribution of Publications In Residence Halls

The following regulations for posting printed materials in University housing areas have been created in order to maintain a presentable living environment and reduce fire hazards, while insuring sufficient means for recognized organizations to publicize their events:

All materials to be posted must be cleared through a professional Residence Life staff member who will then forward materials for placement in the halls and apartments.

All materials to be posted will be placed only on appropriate bulletin boards. No advertising may be placed on doors leading to the outside of the building, walls, in elevators, or fire doors, without permission of the Office of Residence Life.

No more than one (1) poster, flyer or other printed material per event will be placed on each board.

All advertising must be removed within 24 hours after the event. The sponsoring group will be responsible for the removal of the posting. If this is not done, the group will not be permitted to post further materials during a suspension period.

The name of the sponsoring agency, group, or individual with contact information must be on each poster or flyer.
Printed materials and flyers may not be posted on walls, sidewalks, telephone poles, trees, or in stairwells. The placing of printed materials on parked cars is prohibited.

Material cannot be put under doors unless authorized by the Director of Residence Life.

Any poster, flyer, or other printed material with references to alcohol may not be posted in any on-campus housing, as a majority of residents in these living areas are not of legal drinking age. See Alcohol Policy and Campus Alcohol Procedures.

Exceptions to this Policy can be made by the Director of Residence Life. Should any violations of this posting regulation occur warnings will be issued from the Office of Residence Life. A charge for removing improperly posted material may be assessed to the responsible party. Repeated violations may result in student conduct sanctions.

D. Electronic Signage Policies and Procedures
Advertisement and notices may be placed on the electronic/digital signage in the Gallagher Student Center. It is managed by the Gallagher Welcome Desk. The link for an ad submission is located on the Portal Home page → Campus Announcements → Gallagher Center Digital Sign Submission Form.