

Outdoor Posting Policy (Signs, Flags)

Reason for Policy

The policy exists to maintain the beauty and integrity of the Xavier University campus by minimizing damage to the University grounds and sprinkler system and ensuring that campus postings align with the University mission. All other applicable Xavier University policies apply.

Scope of Policy

The following policy describes the parameters for posting signs, flags, and other fixed exhibits such as ribbons or banners tied to trees or lamp posts on Xavier University grounds.

Policy

A reservation request must be completed (via EngageXU Event Form) for any such attempt to display signs or flags on the Xavier Yard.

Reservation Procedure

The Office of Student Involvement manages requests for outdoor sign and flag posting. Xavier University offices, departments, and recognized student organizations in good standing with the University may request to display sign or flag postings on a first come, first served basis using the online reservation form. Reservations must be completed at least two weeks prior. Postings must identify the sponsoring organization and include contact information. External groups are not permitted to request a sign or flag posting. Postings without an approved reservation will not be allowed and immediately removed from the campus grounds. Larger promotions / campaigns may be limited to one posting per outdoor zone.

Criteria for Consideration

Purpose of Posting

Postings may be used to advertise a campus program or event, recruit membership for a campus organization, support a student election campaign, or raise awareness about a cause or issue.

The content and intent of the posting must abide by the terms and conditions of the Xavier University Student Handbook. Messages should identify the sponsoring organization and may not contain references, either direct or indirect, to the use of alcohol or illegal substances; profanity or vulgar or sexually suggestive language or images; racial, ethnic, gender or religious insensitivity; or anything that violates the Xavier University Student Handbook. The Office of Student Involvement reserves the right to remove postings at any time without notice and is not responsible for any messaging that is damaged or defaced.

Types of Postings

- **Signs/Flags**
Signs and flags can be placed on designated grass areas and in mulch beds. Signs may be of the wire wicket or sandwich board style only. Signs or flags with large wood stakes are not permitted. Sandwich board style signs should be placed on sidewalks or walkways without blocking access.
- **Other Fixed Exhibits**
Fixed exhibits might include ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; or other items displayed in the outdoor venues. These will be evaluated on a case-by-case basis.
- **Chalking**
Chalking is not permitted on any surface around campus.

Designated Locations

- **Signs/Flags**
 - Academic Mall
 - Bellarmine Chapel (outside chapel)
 - Gallagher Student Center (outside entrance)
 - North Xavier Yard (Outside Husman Hall)
 - South Xavier Yard (Justice Hall Entrance)
 - Upper Xavier Yard (Justice Hall Rooftop)

Approval Confirmation

Approval confirmations will be emailed following verification of the request. The Office of Student Involvement reserves the right to change and/or cancel a reservation at any time. For questions regarding this policy and the reservation procedures, contact the Office of Student Involvement at xuinvolverment@xavier.edu.

Clean-Up

Signs, flags, and fixed exhibit postings may exist for a maximum of one week and must be removed by the sponsoring organization within 24 hours at the conclusion of the event.

Damage

The sponsoring organization agrees to assume full responsibility for any loss, damage or cleaning as a result of the posting. Student Involvement reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of facilities related to the posting.

Violations of Policy

Violation of this policy may result in the following actions taken singularly or in combination:

- Payment for any labor, repair, or replacement costs incurred because of the violation
- Forfeiture of the use of the space for a stated period of time
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Referral to other campus offices as deemed appropriate
- Alleged violations may be referred to the Dean of Students, Vice President for Student Affairs, and/or designee

Policy Review and Amendment

This policy is subject to annual review and amendment based on suggestions received during the year. When conditions warrant, a review committee may be called together to develop recommendations.