Guidelines for Placing Posters and Flyers on Campus

Rutgers Camden has developed a set of guidelines to govern the hanging of posters and flyers around campus.

- The Office of Campus Involvement or The Office of Fraternity and Sorority Affairs must approve and stamp all posters and flyers prepared by faculty, staff, administrators, departments and all student organizations, as well as any posters or flyers prepared by off-campus organizations, businesses or individuals, before posting occurs on campus. The name of the sponsoring office or organization must be clearly indicated on the poster or flyer.
- All posters and flyers must be in good taste. Poor taste includes, but is not limited to: sexually explicit pictures or photographs of any persons without clothing; statements, symbols, depictions or references to alcohol or drugs (i.e. pictures of beer, kegs, beer steins or the acronym "BYOB"); foul language; and any other offensive or vulgar material.
- Use thumb tacks and staples to place posters and flyers on bulletin boards.
- Posters and flyers are not permitted in the following locations at any time:
  o Glass entrance doors to buildings
  o Bathroom doors in academic buildings
  o Windows
  o Light or electrical fixtures
  o Fire alarm boxes and emergency equipment
- The posting organization, department or individual is responsible for removing all posters and flyers within 24 hours of the conclusion of the publicized event. Students, faculty and staff should not remove posters or flyers from campus unless the publicized event has already occurred or the poster is in clear violation of any of the aforementioned regulations.

Within the Campus Center of Rutgers Camden, there are bulletin boards that have labels designated them for certain types (Community, Greek, Involvement etc). Posters should be placed only in areas that are designated for the type of poster being posted. Each residence hall may have rules in addition to these regarding posters. Those rules are governed by the Office of Housing and Residence Life.

Thank you for your cooperation!

The Office of Campus Involvement

The Office of Fraternity and Sorority Affairs

Located on the Third Floor of the Campus Center