

Sign Policy and Approval Form

Policy Statement

Southeastern Louisiana University encourages and supports the widespread promotion of sanctioned and approved campus events and activities as a vital part of a thriving university community. At the same time, the University recognizes that an attractive physical environment is crucial to its overall advancement.

Purpose of Policy

Ensure printed flyers, posters, signs, notices and/or advertisements and other materials distributed on campus are in good taste, are consistent with the campus's physical appearance, and do not block walkways or cause damage to buildings or other surfaces.

Applicability

This policy applies to all Southeastern students, faculty, staff, and visitors.

General Regulations

- A copy of all printed and electronic flyers, posters, signs, notices and/or advertisements (other than those through the student newspaper and/or athletic programs) to be posted for the University community must be presented to the Office of the Dean of Students in Student Union 1301, as appropriate for display, for approval.
- The posting of printed and electronic flyers, posters, signs, notices and/or advertisements on surfaces other than University bulletin boards and displays by individuals and/or organizations is PROHIBITED. These surfaces include but are not limited to digital screens, doors, windows, hallways, walls of buildings, poles, and trees.
- Employees or outside parties may not use Southeastern's bulletin boards or displays to post commercial notes and advertisements, announcements, sales of personal property, or any other matters without proper approval.
- Those wishing to post printed and electronic flyers, posters, signs, notices and/or advertisements on the outside buildings must obtain permission from the building coordinator.
- Yard signs and signs on wooden frames are not permissible on Southeastern's campus except for those promoting major University events such as Commencement, Orientation, Athletic events, etc. The Dean of Students must grant any exceptions.

- Display of sexually suggestive objects or pictures and/or discriminatory portrayal of individuals are not allowed.
- Chalking on buildings is not permitted.
- Chalking on sidewalks is not permitted without permission from the Director of the Student Union and the Dean of Students Office.
- Advertisements/flyers may not, under any circumstances, be placed on automobile windshields or indiscriminately handed out to passers-by.
- University Police, Physical Plant, and building coordinators will remove improperly posted signs/flyers, notices, and/or advertisements per this policy.
- Authorized signs, once approved, will be allowed 2 (two) days before the event and the day(s) of the event and must be removed the day after the event, even if the event is a weekly occurrence. Failure to adhere to this policy may result in loss of future sign privileges.

[End of Policy]



Sign/Flyer/Poster Approval Form

ORGANIZATION/BUSINESS: _____

INDIVIDUAL MAKING REQUEST: _____ PHONE: _____

SIGN CONTENT (EXACT WORDING OR ATTACH SAMPLE):

This form must be signed by the building coordinator who will advise concerning the appropriate manner and place for posting signs. Permission must be granted by the building coordinator(s) before the signs are to be posted.

LOCATION OF SIGN(S)

SIGNATURE OF BUILDING COORDINATOR(S)

This form must be returned to the Dean of Students Office, in room 1301 of the Student Union, after being signed by Building Coordinators. Please contact the Dean of Students Office at 985-549-3792 with questions.

REMINDER: SIGNS ARE TO BE REMOVED BY THE DAY FOLLOWING THE EVENT ADVERTISED.

FINAL APPROVAL: _____

Dean of Students

Date Approved