

On-Campus Posting Policy

Valdosta State University

Office of Student Life

Sheet Sign/ Banner Policy	1
Yard Sign Posting Policy	2
Sidewalk Chalk Policy	3

Sheet Sign/ Banner Policy

The following policy is designed to allow registered, in good standing, student organizations, administrative and academic departments, and individual employees to properly post sheet signs and banners on the VSU campus in a manner consistent with the mission of the University.

All banners and sheet signs to be displayed on the VSU campus must be approved by the Office of Student Life through the Student Organization Request Form. Banners/sheet signs must be sponsored by a VSU department or registered organization.

- May be hung from trees (but not Pine Trees or trees surrounding the Student Union or on the Front Lawn). No Banners or Sheet Signs may be hung from or attached to buildings, fences, lampposts, or walls.
- Can be displayed up to fourteen (14) days before the event and both the Banner/Sheet Sign and the Rope or Twine must be removed by the sponsoring organization or individual within one day after the event. In special circumstances, approval may be granted for longer display periods.
- Sheets can be purchased from the Student Life office for \$5 (cash only accepted).
- Sheets or banners must include the Name of the VSU sponsoring organization(s), department(s), or individual(s); b) the Date, Time, and Location of the program or event (if applicable); and c) the Required Office of Student Life Approval.
- Sheets or banners may not be obscene or defamatory, and must not violate University, federal, state, or local laws.
- Sheets or banners may be hung/attached using only twine, string or rope and must not be attached in ways that will cause damage to trees, light posts, or other objects. All string twine, rope, etc. must be removed within one day after the event.
- Sheets or banners may not be suspended from the walkway over Oak Street.
- Sheets or banners may not be displayed in areas that will obstruct traffic or the normal use of facilities.
- All sheets and banners will be approved on a first come, first served basis.

- The Office of Student Life is not responsible for any loss of, or damage done to a banner/sheet sign posted on the VSU campus.

Any Banners/Sheet Signs which violate this posting policy will be removed regardless of content or sponsoring entity and disposed of by the Office of Student Life. The first time this policy is violated, a warning letter will be issued to the responsible organization or individual. Further instances of failure to comply with these regulations will result in loss of privileges for hanging sheet signs and banners on campus for the remainder of that semester, and/or loss of facilities use privileges, and/or other appropriate disciplinary measures.

Complaints filed against any University student, faculty, staff member, or student organization that destroys, defaces, or removes banners/sheet signs without permission will be referred to the Student Conduct Office.

The University reserves the right to impose reasonable restrictions and/or requirements concerning time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those outlined in this policy. The university reserves the right to update and amend this policy at any time.

Yard Sign Posting Policy

The following policy is designed to allow registered, in good standing, student organizations, administrative and academic departments, and individual employees to properly post yard signs on the VSU campus in a manner consistent with the mission of the University. All yard signs to be displayed on the VSU campus must be approved by the Office of Student Life through the Student Organization Request Form. Yard signs must be sponsored by a VSU department or registered organization.

- Must be placed at a location where there is grass.
- No Yard Signs may be placed on the Front Lawn.
- Can be displayed up to two (2) days before the event and the Yard Sign(s) must be removed by the sponsoring organization or individual within one day after the event. In special circumstances, approval may be granted for longer display periods.
- Must include: the Name of the VSU sponsoring organization(s), department(s), or individual(s); the Date, Time, and Location of the program or event (if applicable); and the Required Office of Student Life Approval.
- May not be obscene or defamatory, and must not violate University, federal, state, or local laws.
- May not be displayed in areas that will obstruct traffic or the normal use of facilities. This is also to ensure accessibility to campus.
- Will be approved on a first come, first served basis.

The Office of Student Life is not responsible for any loss of or damage done to a yard sign posted on the VSU campus.

Any Yard Signs which violate this posting policy will be removed regardless of content or sponsoring entity and disposed of by the Office of Student Life. The first time this policy is violated, a warning letter will be issued to the responsible organization or individual. Further instances of failure to comply with these regulations will result in loss of privileges for hanging sheet signs and banners on campus for the remainder of that semester, and/or loss of facilities use privileges, and/or other appropriate disciplinary measures.

Complaints filed against any University student, faculty, staff member, or student organization that destroys, defaces, or removes yard signs without permission will be referred to the Student Conduct Office.

The University reserves the right to impose reasonable restrictions and/or requirements concerning time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those outlined in this policy. The university reserves the right to update and amend this policy at any time.

Sidewalk Chalk Policy

- Sidewalk chalk can only be used on campus walkways.
- Only water-soluble chalk may be used for sidewalk chalking.
- Chalking is strictly prohibited on vertical surfaces such as building walls steps, columns, etc.
- Chalking is limited to the following horizontal surfaces and Student Union front entrance. Please contact the Office of Student Life for additional information.
- Any student or student organization utilizing sidewalk chalking for advertising is responsible for removing any chalking of outdated materials that has not naturally washed away within 3 days after the event is over.
- Removal of substances that damage university property shall be the responsibility of the persons or parties established as the violators and reimbursement for any restoration costs (i.e., paint removal, cleaning, removal of residual substances, and so on) will be responsibility of the violating party.
- Chalking space can be reserved for a week at a time. After one week, the sponsoring group must remove the chalk from the sidewalk.
- Student organizations can request to chalk by the Student Organization Request form at least 2 business days in advance.

The Office of Student Life is not responsible for any loss of or damage done to chalk messages on the VSU campus.

Any chalk messages which violate this posting policy will be removed regardless of content or sponsoring entity and disposed of by the Office of Student Life. The first time this policy is violated, a warning letter will be issued to the responsible organization or individual.

Further instances of failure to comply with these regulations will result in loss of privileges for hanging sheet signs and banners on campus for the remainder of that semester, and/or loss of facilities use privileges, and/or other appropriate disciplinary measures.

Complaints filed against any University student, faculty, staff member, or student organization that destroys, defaces, or removes chalk without permission will be referred to the Student Conduct Office.

The University reserves the right to impose reasonable restrictions and/or requirements concerning time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those outlined in this policy. The university reserves the right to update and amend this policy at any time.

Student Union Digital Flyer Policy

Advertisements on Student Union TV Screens:

- Can be displayed 14 business days prior to the event and will be removed promptly after the event is over. Submit all requests for advertisements at least three (3) business days before you want the advertisement posted.
- Must include the name of the sponsoring organization(s), department(s), or individual(s) and the date, time, and location of the event.
- May not be obscene or defamatory and must not violate University, federal, state, or local laws.
- Will be approved on a first-come, first-serve basis.

Any advertisements which violate this policy will not be approved by the Office of Student Life for posting regardless of content or sponsoring entity. The University reserves the right to impose reasonable restrictions and/or requirements regarding time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy. The University reserves the right to update and amend this policy at any time.