

DEPAUL UNIVERSITY



Display of Materials

Category: Academic Affairs - Operational

Responsible Department: Student Involvement

Responsible Officer: VP for Facility Operations & VP for Student Affairs

Effective Date: 08/16/2023

Policy Summary

In order to preserve DePaul University community standards and ensure the aesthetic quality of the campuses, the University has implemented certain guidelines for displaying promotional materials. Specific areas may also have additional, more specific guidelines. Please also see the [University's Guiding Principles on Speech and Expression](#).

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all individuals, units, and groups desiring to display promotional materials at DePaul University.

Policy

Members of the DePaul University community and others may wish to display materials that promote events, activities, products, or issue awareness. Throughout this policy, these materials are referred to as promotional materials.

There are a number of ways to display promotional materials on the Lincoln Park and Loop campuses. They include but are not limited to:

- **Bulletin Boards:** Bulletin boards are designated spaces for hanging fliers. Bulletin boards are located in a variety of buildings on both campuses.
- **Promo Tables:** Promo tables are tables that can be reserved to promote upcoming events/programs. Promo tables are located on the 1st and 2nd floor of the DePaul University Student Center on the Lincoln Park campus and on the 11th floor of the DePaul Center on the Loop campus.

- Table Tents: Table tents are small signs that can be placed on certain tables located in the DePaul University Student Center on the Lincoln Park campus and the DePaul Center on the Loop Campus.
- Chalking: Chalking is promoting an event through writing in chalk on University sidewalks.
- Handbills: Handbills are fliers that are distributed on campus by individuals.

Promotional materials may not be displayed or distributed in a manner that, and may not contain content that (1) is obscene, indecent or lewd; (2) is demonstrably factually incorrect; (3) would reasonably be expected to urge unlawful order or otherwise threaten public safety or the physical safety of any members of the DePaul community; (4) mentions alcohol or illegal drugs unless in connection with a program to prevent the abuse or misuse of these substances, or in connection with issue advocacy; (5) contains images of weapons (as defined in the [Prohibition of Weapons](#) policy); (6) would reasonably be expected to significantly threaten the safe and orderly operation of DePaul business or facilities, including the University's ability to maintain aesthetics, appearance and cleanliness; or (6) abuse or intimidates an identifiable person or community of people in a derogatory fashion based on race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, genetic information or other protected status.

The University has designated certain areas to manage the display of promotional materials in various spaces on campus. For example:

- Display of promotional materials on bulletin boards and promo tables in the DePaul University Student Center on the Lincoln Park campus, on the 11th floor DePaul Center on the Loop campus, and on the 1st floor of the Schmitt Academic Center is managed by the Office of Student Involvement.
- Display of promotional materials on table tents in the DePaul University Student Center on the Lincoln Park campus and in the DePaul Center on the Loop Campus is managed by Student Centers.
- Display of promotional materials via chalking is managed by Student Centers.
- Display of promotional materials in the residence halls is managed by Residential Education.
- Display of promotional materials in University Libraries is managed by University Libraries.
- Display of promotional materials in certain spaces in academic buildings is managed by Academic Affairs and individual academic units.

Display of promotional materials via the distribution of handbills is managed by Facility Operations.

Regardless of location, flyers hung on campus by student organizations must display an original Office of Student Involvement approval stamp, or they are subject to removal.

For additional guidelines and recommendations for student organization posting, please consult the Student Organization Handbook.

Procedures

In order to preserve DePaul University community standards and ensure the aesthetic quality of the campuses, areas that manage the display of promotional materials in a specific space or manner may set forth additional guidelines or approval processes for the display of promotional materials in that space or manner above and beyond those described in this policy. Individuals or groups seeking to display materials should work with these areas directly as needed.

Note all university bulletin boards will be cleared on a semi-annual basis following the conclusion of spring quarter (July 1) and fall quarter (December 1).

Postings that do not follow this policy, are damaged, or are outdated will be removed and discarded.

Divisional Collaborations

University Library

Student Centers

Academic Affairs

Office of the General Counsel

Contact Information

Facility Operations
Lincoln Park Campus
2244 North Seminary Avenue
773-325-7377

Loop Campus
14 East Jackson Boulevard, 6th Floor
312-362-8682

Office of Student Involvement
Lincoln Park Student Center, Suite 201: 773-325-7361

and

Loop DePaul Center Suite 11027: 312-362-2015
involvement@depaul.edu

Appendices

None

History/Revisions

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