

## FLYER POSTING POLICY

*TUJ student organizations, students, departments, offices, and community members are eligible to display promotional flyers at various locations on campus. All flyers and posters to be posted on TUJ-controlled property must be approved by the Information Center.*

***Approvals may be obtained between 9:30 am and 6:00 pm  
Monday to Friday.***

### FLYER GUIDELINES:

- Please bring two (2) copies of either an **A4** or **B3** flyer for approval. No other sizes will be accepted. Once stamped we will return one copy. The other copy will remain on file in our office for 90 days. You may duplicate and post up to 10 copies in TUJ's main building.
- The name of the sponsoring organization or student name must be clearly indicated on the flyer.
- If the advertised event is being held in TUJ's main building, the room number must be clearly marked.
- Flyers have a maximum two (2) week posting period. Some exceptions can be made depending on the content of the poster. All posters will be removed at the end of the semester."
- Flyers making references to the use, sale or consumption of alcohol, tobacco or marijuana and/or those that are sexually explicit will not be approved.
- Flyers promoting anything in violation of Temple University policies and procedures or any advertising which promotes illegal activities or illegal content, will not be approved.

### PLEASE NOTE:

- Flyers are to be posted in approved posting locations only.
- POSTING ON WALLS, DOORS, WINDOWS, TREES OR POLES IS STRICTLY PROHIBITED. Flyers may not be left on tables or other surfaces.
- Any use of Temple trademarks must comply with the Trademark Licensing Policy: <https://www.temple.edu/faculty-and-staff/business-services/trademark-licensing--policy>.
- **Non-Discrimination Policy:** This policy mandates that student organizations and students within Temple University do not discriminate, practice or promote prejudice or intimidation, both within the individual organization and the greater University community.

### ALL FLYERS MUST COMPLY WITH THIS POLICY.

Please complete the form below before taking your flyers to IC.

<https://forms.office.com/r/8QhbfCabsg>