

Student Center Operations
Howard Gittis Student Center
1755 N. 13th Street, Room 219M
215.204.7131 (P), 215.204.1846 (F)

<u>Internal Use Only</u>
Date to Be Removed _____
Reception Desk Initials _____

UNIVERSITY POSTING POLICY

Temple University student organizations, departments, offices and community members are eligible to display promotional flyers at various locations on campus. All flyers and posters to be posted on University property must be approved by Student Center Operations.

Approvals for posting may be obtained in **Room 219M** on the mezzanine level of the Student Center between **8:30am and 5:00pm daily**. For additional information please contact (215)204-7131.

1. Please bring two (2) copies of the flyer for approval. After the original flyer is stamped, you should duplicate and distribute; the other copy will be kept on file for 90 days. ***Ten additional copies may be submitted for Howard Gittis Student Center posting locations.***
2. Members of the Temple University Greek Association (TUGA) must obtain the approval of the Greek Advisor in Student Activities.
3. The name of the sponsoring organization must be clearly indicated on flyers.
4. Flyers have an approval posting time period of two (2) weeks. If date of the event is not on flyer/poster, dates for removal.
5. 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.
6. 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.
7. A copy of the approved flyer/poster must be attached to this form.
8. For posting in the Student Center, Mitten Hall, the Residence Halls or general academic facilities, please refer to "Posting Locations" list.

PLEASE NOTE:

- Flyers are to be posted only on bulletin boards and kiosks. **POSTING ON WALLS, DOORS, WINDOWS, TREES, OR POLES IS STRICTLY PROHIBITED.**
- No postings will be approved referencing the "SAC" as the official building name is the Howard Gittis Student Center or Student Center.
- When posting on kiosks, posters are responsible for removing all materials after event date.
- **Non-Discrimination Policy:** This policy mandates that student organizations within Temple University do not discriminate, practice or promote prejudice or intimidation, both within the individual organization and the greater University community.

ALL ADVERTISING MUST COMPLY WITH THIS POLICY.

Name: _____ **Date:** _____

Organization: _____ **Phone#** _____