

BANNERS, FLAGS, FLYERS, HANDBILLS, POSTERS, SIGNS AND OTHER ADVERTISEMENTS POLICY

All materials distributed, posted or displayed on the La Sierra University campus must be approved by the Office of Student Activities (OSA) prior to being distributed or posted anywhere on the campus. Persons wishing to erect advertising paraphernalia must receive the approval of the Director of Student Activities prior to erecting the materials. All distributed, posted, or displayed materials must bear the official OSA stamp, which may be obtained in the Office of Student Activities. Please bring the original copy to be stamped. There is a 24-hour turnover for approval.

All poster/banners must clearly identify:

- The sponsoring organization
- Date and time of event
- Contact information

Distribution of pamphlets, flyers, note cards, etc, and canvassing, sales, or solicitation on the grounds or within any property owned or operated by La Sierra University is governed by the “Flyers, Handbills, Flags, Banners, Signs, and Other Sign age” policies of the University. Approval must be obtained in advance and the process does take considerable time. Promoters are encouraged to apply at least ten (10) days in advance of need.

Posters and announcements may be placed only on campus bulletin boards bearing the “OSA Approved Location,” which is located in the bottom left hand corner of all approved bulletin boards. They are not permitted on trees and shrubbery or on the windows, doors, sidewalks or exteriors of any campus building. Materials should be posted with thumbtacks. Heavy tape (such as masking tape and duct tape), glue or staples should not be used. Sponsoring group will be responsible for damage occurred due to displaying banners in non-approved locations on campus.

A group wishing to erect a banner on Campus Mall stage must first reserve space. To reserve space contact OSA.

Persons wishing to erect banners may obtain a list of approved locations from the Office of Student Activities.

Sign age posted without the official stamp or signs with forged stamps will be removed.

All materials must be taken down or picked up within twenty-four hours after the event has taken place. The group hanging or distributing the materials is responsible for removing them.

Failure to comply with the approved placement of advertisements and addition to the damage occurred due to displaying advertisements will be dealt with by the Office of Student Activities.

