

# FERRIS STATE UNIVERSITY

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## FERRIS FORWARD

### Student Affairs Policy

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#### Posting Material Policy

Supersedes Posting and Quad Sign Policy (8/27/2021)  
February 2024

##### Policy Statement

Ferris State University is a community where many different opportunities are available outside the classroom. As a result, groups compete for the use of effective advertising space on campus for their printed posting material (including but not limited to; notices, signs, flyers, banners, and posters).

Printed posting materials are temporary advertising and communication tools used by students, registered student organizations, University departments and other approved groups at Ferris State University for non-commercial purposes.

The purpose of this policy is to help regulate the use of space for printed posting material placed on approved posting locations at Ferris State University's Big Rapids campus. Department assigned posting boards remain under the control and supervision of the respective department and are not subject to the posting guidelines.

##### Printed Posting Material Guidelines:

1. All Registered Student Organization printed posting material must be registered with the Center for Student Involvement before they are displayed. Registration of posting material is an indication that the material meets the requirements of the Posting Materials Policy. It is not in any way intended to imply that an activity or event being publicized is endorsed by Ferris State University or the Center for Student Involvement
2. University colleges and departments are not required to register printed posting material. University colleges and departments are expected to follow all posting guidelines.
3. In general, commercial advertising posting materials will not be registered, nor will posting materials promoting activities for personal or private gain.
4. Posting material may not be placed on cars, poles, posts, signs, trees, outside walls of buildings, doors, windows, glass, trash cans, parking meters, public signs, sculptures, transparent partitions, university directional cubes, light poles, or painted surfaces not marked as posting areas. Posting material may not be placed in a manner or location that may obscure or mark

exit signs, fire alarm boxes, safety rails, fire extinguisher cases, handrails, and like devices installed as safety equipment in a building. Any posted material in these areas may be removed.

5. Printed posting material may be removed after the event date by the sponsor. Posting for non-dated events may be removed at the end of each semester.
6. Duplicate printed posting materials are not permitted to be placed on the same approved posting location.
7. The Center for Student Involvement maintains a list of approved posting areas across campus.
8. Posting materials must list sponsoring RSO, college, or department's name along with contact information, if different from the contact information in the ADA statement.
9. Posting materials size must be no larger than 11inches X 17inches.
10. Posting materials for sales and fundraisers must state where the proceeds or goods will be donated to.
11. Public events sponsored by the University and its affiliates (all RSOs, Departments, etc.) must include the following Americans with Disabilities (ADA) Statement on all documents in a reasonably readable manner:
  - a. "Anyone with a disability who needs accommodations to attend this event should contact (telephone number and contact email) at least 72 hours in advance."
12. Ferris State University follows a strict policy of non-discrimination, and all external print, electronic and online materials published on behalf of the university require inclusion of the following non-discrimination statement in a reasonably readable manner:
  - "Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit [www.ferris.edu/non-discrimination](http://www.ferris.edu/non-discrimination)."

#### Exception for Faculty & Staff Personal Material:

Posting personal materials in the workplace is encouraged as an expression of academic freedom. Faculty and Staff are allowed to post unregistered personal materials on or near their own desks or office doors. Personal materials must adhere to University Policies governing employee dignity, workplace violence, and harassment.

For more information, contact the Center for Student Involvement at [CSI@ferris.edu](mailto:CSI@ferris.edu) or 231-591-2606

## Approved Posting Locations

List 132 Total Bulletin Boards (including Housing)

- Academic Literacies Center (FLITE 123) - 1
- Alumni (Hang one to the right of room 121) - 1
- Automotive Building (Hang both in the Student lounge on first floor) - 2
- Birkam Health and Counseling (Hand in to the Receptionist on first floor) - 2
- College of Health Professions (Victor F. Spathelf building; hang in Student Lounge, room 208) - 1
- David L. Eisler Center- (2 roto-cubes in the Rankin atrium and 1 roto-cube next to the Quad Café)- 3
- Granger (Hang one on 1st floor outside of room 117; one on 2nd floor on largest Bulletin board to the left of the clock) - 2
- Heavy Equipment Building (Hang one in the lecture hall in 202; hang one on the ground floor at the bottom of the stairs) - 2
- Hispanic/Latino Cultural Centers (Give to staff in room IRC 131) - 1
- Johnson Hall (Hang by the Humanities Office on the first floor beside JOH 119) - 1
- IRC Connector (IRC/Business Building; hang on first bulletin board on the left as you go from IRC Connector to the College of Business) - 1
- Michigan College of Optometry (Hand in to Administrative Office, room 236) - 1
- Music Activities Center (Give to the desk in room 102) - 1
- Pharmacy Building (Hang one in Student study room, room 103; hang one in room 104 on Bulletin board closest to the window) - 2
- Public Safety (Give to the Dispatcher in WCO-DPS) - 1
- Prakken (Hang one to the right of room 112) - 1
- Racquet & Fitness Center (Hand in to the front desk) - 1
- Starr Building (Hang one by room 136; one by room 129; one across from 211-Electrical Room) - 3
- Student Rec Center (Hand in to the front desk) - 1
- Swan (Behind Elastomer Center building; board between 113 & 115) - 1
- Timme Student Center (Hang to the right of room 110) - 1
- Williams Auditorium (Hand in to Starr 205; if no one is present, slide under the door) - 2

Housing, Cramer Hall (See Housing Posting instructions) - 100

Documents for the Housing Office should be counted, separated by paper clip, and marked per the list below and dropped off to the Housing Office in Cramer Hall. To ensure adequate time for distribution into residential buildings, printed posting material should be dropped off 10 days prior to the date of the event.

Henderson (5) McNerney (6) Bond (8) Miller (7) Pickell (5) Puterbaugh (5) Hallisy (7) Cramer (11) Clark (6) Travis (6) Brophy (7) Ward (7) North (12) West Campus Community Housing (5) East Campus Suites (3)