

## POSTING POLICY

---

### I. Policy: Scope and Purpose

---

This Policy sets forth the University's policy and procedures with respect to postings on the University campus and on property owned, leased, or utilized by the University. Posting on University property is a privilege extended for the purpose of communicating information about events, activities, programs, or services of University departments, organizations, or community members or information about educational, research, professional, or volunteer opportunities relevant to the University community.

The University reserves the right to amend, supplement, and interpret this Policy, including by issuing additional supplemental policies and procedures, as it deems necessary and appropriate in its sole discretion. Lehigh University is a private institution and the University's property is private property. Persons or groups that are not part of the University community have no right or privilege to engage in posting of any nature on University property.

---

### II. Definitions

---

**Designated Spaces:** Areas expressly approved in advance by the University (i.e., by building managers, department chairs, deans, or directors) for postings. Designated spaces will be labeled as such and may be located within certain buildings and in outdoor areas. Some facilities and buildings may have no Designated Spaces.

**Non-Designated Spaces:** Any areas that are not Designated Spaces.

**Post / Posting:** The placement of any temporary sign, placard, flier, banner, card or similar publicity material, including by chalking or painting on a surface and electronic or lighting display projected on a surface.

**Sponsor:** The University department, University organization, or University community member responsible for a posting.

**University community member:** An individual who is a Lehigh University student, faculty, or staff member in good standing.

**University department:** A university academic or administrative department.

**University organization:** A University organization of students, faculty and/or staff that is officially recognized as a University organization pursuant to applicable University policies and procedures and by the appropriate University office responsible for granting such recognition.

**University property:** All property owned, leased, or utilized by the University.

---

### **III. Posting Policy and Procedures**

---

**A.** Only University departments, University organizations, and University community members are permitted to place postings on University property. Posting on University property is a privilege extended for the purpose of communicating information about events, activities, programs, or services of University departments, University organizations, or University community members or information about educational, research, professional, or volunteer opportunities relevant to the University community.

**B.** Postings may be placed only in Designated Spaces. Postings are not permitted in Non-Designated Spaces, which include but are not limited to all of the following: painted, finished, or wall-papered surfaces, glass surfaces, windows, doors, the exterior of buildings, utility poles, trees, car windshields, or on bulletin boards or posting areas administered by a University department for its exclusive departmental use. Limited exceptions allowing posting in certain Non-Designated Spaces, such as postings by individuals in their own office space or by the department responsible for the building, may be permitted by building managers, department chairs, deans, or directors.

**C.** All postings must clearly and conspicuously include the following information: the name of the Sponsor (University community member, University department, or University organization) responsible for the posting and the Sponsor's contact information (e.g., email address, telephone number, and/or website).

**D.** All postings must comply with University policies, including but not limited to the Student Code of Conduct and policies regarding faculty and staff conduct.

**E.** Permission to post under this Policy does not imply University endorsement of the contents of any posting. The University may require any Sponsor of a posting to modify a posting if there is an implication of University endorsement and/or to state that there is no University endorsement of such posting.

**F.** Building managers, department chairs, deans, or directors responsible for Designated Spaces may establish reasonable procedures for managing postings, such as limitation of the duration and size of postings, removal of duplicate postings, and similar measures.

---

### **IV. Related Policies and Information**

---

- Residential Posting Policy (see Office of Residence Life and Office of Housing Services websites), including General Provisions for Occupancy
- Outdoor Flag and Banner Policy and Procedure
- Student Organization and Group Activity Policies (see Student Handbook, including Policy on Political Activity and the Use of the University's Name, Sales and Fund-Raising, and General Posting Policy)
- Policy on Freedom of Thought, Inquiry and Expression, and Dissent by Students