

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

Procedure No.: C.2  
Date of Issue: 05/13

**Subject:** Posting of Signs, Bulletins and Publicity

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### **I. General**

IIT provides various fixtures and locations that may be used to advertise organizations, programs, events and services of interest to the University community. The ability to so advertise is a privilege not a right. Accordingly, as a condition of being granted permission to post or place an Advertisement (as defined below), the party granted such permission is agreeing to, and shall be deemed to have agreed to for all purposes, to the following: (i) notwithstanding authorization from the Designated Approver (as defined below), to be solely responsible for the content of the Advertisement, (ii) to the maximum extent permitted by law, to defend and hold IIT harmless from any and all costs, claims and liabilities associated with or arising from the advertisement, (iii) to follow the policies listed below as well as those established by the Designated Approver, and (iv) to be responsible for any property damage resulting from the posting or placement of an Advertisement.

### **II. Designated Approvers**

Any and all flyers, leaflets, handbills, announcements or other adverts (collectively, "Advertisements") may only be posted on designated bulletin boards or placed in comparable space duly designated after receiving the approval of the appropriate Designated Approver, and the posting or placement of Advertisements elsewhere or without prior approval is prohibited. Advertisements must first be approved as follows:

- A. Bulletin boards outside of department or college offices are subject to the approval of each such office's chair or dean (or his or her designee).
- B. Bulletin boards and other spaces duly designated for the posting and placement of Advertisements at the Downtown Campus are subject to the approval of the Assistant Vice President of Administration, Finance and CLE (or his or her designee); bulletin boards and other spaces duly designated for the posting and placement of Advertisements at the Moffett, Rice and ID campuses are subject to the approval of their respective deans (or his or her designee).
- C. All other bulletin boards and spaces duly designated for the posting and placement of Advertisements not covered by Sections A or B are subject to the approval of the Dean of Students (or his or her designee).

Each of the approvers designated in Sections A through C above is a "Designated Approver". Each Designated Approver may establish additional requirements and procedures for the approval of Advertisements; provided, however, no such additional requirements or procedures may be less restrictive than those established by this Policy.

### **III. Rules and Restrictions**

- A. Tripods and easels may be used for the posting or placement of Advertisements only if prior approval is obtained from the appropriate Designated Approver.
- B. Advertisements may not be posted or placed so as to overlap, cover or deface other Advertisements. Notices written in foreign languages must be accompanied by an English translation.
- C. Advertisements may not contain any elements that, in the opinion of the Designated Approver, (i) are offensive, indecent or inconsistent with the educational mission and/or policies of IIT, or (ii) infringe copyrights, trademarks and/or service marks.
- D. Advertisements may not contain any elements that restrict opportunity or otherwise discriminate based on race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status or other protected classification.
- E. Advertisements referencing alcohol must contain an explicit statement that attendees will be carded to ensure that only individuals 21 or older are served alcoholic beverages.
- F. The individual or group given approval to post or place an Advertisement must timely remove it once it has become outdated.

### **IV. Violations**

Advertisements that are posted or placed in violation of the requirements and procedures established by this Policy or such additional requirements or procedures established by the Designated Approver will be reported to the appropriate Designated Approver and removed. A group or individual determined to have violated any such requirements or procedures may, at the discretion of the Designated Approver, lose his, her or its right to post or place future Advertisements. Notwithstanding any other provision of this Policy, facilities personnel are authorized to remove any Advertisement that is determined to constitute a safety hazard or that may cause property damage.