

POLICY

This policy outlines specific guidelines for posting of flyers/signs at the CUNY School of Labor and Urban Studies (SLU) campus located at 25 West 43rd Street, New York, NY 10036.

This policy applies to all employees, students, and guests reporting to or visiting the SLU campus.

SLU reserves the right to take down all postings that do not comply with this policy or postings that are for past event dates.

OBJECTIVE

- To communicate clear guidelines for posting flyers/signs on campus and identify posting locations.
- To ensure the SLU Community is well informed of upcoming events.
- To adhere to SLU's **Vision** of access to education, diversity at every level, social justice, and equality for all, & **Mission** to expand higher education opportunities for workers; prepare students who aspire to careers in public service and movements for social justice; promote civic engagement; provide leadership development for union and community activists; and help workers achieve greater economic security.

APPROVED FLYER SIZES

- Letter size paper (8.5 x 11 inches)
- Legal size paper (8.5 x 14 inches)

FLYERS MUST INCLUDE:

- School logo/Organization logo/Union logo
- Department hosting event
- Event Name
- Event Date
- Event Time
- RSVP information and Deadline to RSVP
- Event Coordinator Name (person is responsible for taking down posting once event has past)

REVIEW PROCESS**POSTING FLYERS**

Virtual flyers of SLU co-sponsored events that have received the “Reviewed” stamp, will be displayed on campus monitors and if possible, on our website.

Paper flyers that have received the “Reviewed” stamp, are limited to being posted at designated bulletin boards on campus, see list below.

BULLETIN BOARD LOCATIONS

- **10th floor**
 - Room 1005- Pantry area; PSC/CUNY flyers only
 - Room 1008- board by entrance
- **14th floor,**
 - Board by Stairwell F- Pantry area; PSC/CUNY flyers only
 - Moveable boards along open seating area by Learning Hub
- **18th floor**
 - Pantry Area board; PSC/CUNY flyers only
 - Room 1800- Boards across IT Service Desk
- **19th floor**
 - Pantry Area board; PSC/CUNY flyers only
 - Boards along hallway to classrooms 19A-19C

PROHIBITED LOCATIONS

Everyone is prohibited to post Flyers/Signs at the following locations:

- Walls
- Columns
- Main Entrance doors
- Classroom Doors
- Windows
- Elevators
- Vending Machines
- Classroom Boards
- Tables/Chairs/Furniture
- Mirrors

***Only Authorized SLU Personnel** are permitted to post Emergency Announcements/ Notices/ Classroom changes on doors and furniture.*

REPORTING VIOLATIONS:

Violations to this policy should be reported to Facilities@slu.cuny.edu.

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Approval:

This policy has been approved by the Office of Finance, Administration, and Operations, and the Office of Academic Affairs.

Effective Date

12/18/23 and remains in effect indefinitely.