

INFORMATIONAL POSTING

Category: Events and Facilities

Date Established: 07/09/2025

Responsible Office: VP for Finance & Management

Date Last Revised:

Date Posted to Library: 11/14/25

Policy Summary

It is the policy of the State University of New York (SUNY) to ensure that Campus Community members that want to share information about upcoming events and activities are able to do so through various means of communication, including Postings.

Policy Statement

SUNY reserves the right to manage posting and advertising on its campuses to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

DEFINITIONS

Posting or Postings - Advertisements, announcements, promotions, signs, bulletins, etc., typically printed on paper or similar media and in the form of a flyer, poster, postcard, banner, letter, leaflet, window cling, stickers, sandwich board, ground sign, etc.

Campus Community – Consists of SUNY Buffalo State employees, faculty, staff, students, recognized university organizations, recognized student organizations, university programs, departments, offices, units and affiliated entities.

SCOPE & PURPOSE

Buffalo State reserves the right to manage posting and advertising on its campuses to maintain an orderly and attractive venue, to make event information accessible to the Campus Community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

Applicability:

This policy sets forth the requirements for all Campus Community members and any third-party entities/individuals that may wish to post or advertise on campus, including property owned, leased operated, or otherwise controlled by the University.

Bulletin boards or electronic displays that are reserved for specific departments, offices, or organizations that permit posting generally require permission of that group.

Additional posting procedures are in effect for Residence Halls and Campbell Student Union.

For policy on entities and individuals who wish to use SUNY Buffalo State facilities for other than approved University -sponsored academic, administrative, and extra-curricular activities, please refer to the [Facilities Use Policy](#)..

Procedures

Postings must clearly indicate the date of the posting, the sponsoring group/organization such as: United Students Government, a recognized student organization, university program, department, etc. and postings for events, meetings, etc. must contain the phone number or email address of a contact person, including who students may contact for reasonable accommodations. Any promotional material not endorsed by a student organization, university program, department and/or unit are prohibited.

Posting Regulations

1. Informational postings are to be posted only on general-use bulletin boards identified for this purpose. Please refer to additional posting policies below as further restrictions apply.
 - a. [Campbell Student Union](#)
 - b. [Residence Halls](#)
2. Digital Signage boards are located in numerous locations to inform students, faculty, staff, and visitors about news, events, and activities at SUNY Buffalo State and are n available for internal use only, according to the [University Digital Policy](#)
3. Informational postings for University sponsored academic, administrative, and extra-curricular activities may be posted on department bulletin boards, as approved by the department, and follows this policy. If an individual posting space is not provided next to a faculty/staff office door in public corridors, a posting of the office hours or other university related business may be posted only on the office door using painters tape for attachment. Any promotional material not endorsed by a student organization, university program, department and/or unit are prohibited
4. The Campus Community is permitted to chalk on university sidewalks only for a sanctioned event or program approved through the Events Management Office. Chalking is limited to the use of water-soluble dry stick chalk (sidewalk chalk). Chalking is permitted only on horizontal (flat) sidewalks that are open to the elements (i.e., sidewalks that are not covered by a roof or overhang). Chalking of buildings or roadways and chalking under covered areas is prohibited.
5. All posted materials should be related to a student organization, university program, department and/or unit.
6. Displays on building interior surfaces must be confined to general use bulletin boards or similar areas provided for that purpose.

7. Taping, nailing, tacking, etc., signs or other displays to walls, doors, glass, windows, stairs, railings, balconies, bathrooms, furniture, statues, monitors/screens or other building surfaces can cause damage or create a dangerous situation and, therefore, is not permitted. The exception to this policy are notices dealing with University designated emergencies.
8. Light projections may not be displayed on any University building or structure without express written permission from the Events Management Office.
9. Postings on externally facing and/or internally SUNY Buffalo State windows is prohibited. This includes, but is not limited to, signs, posters, flags, banners, paint, lights, or anything that partially obstructs windows.
10. The affixing of signs, banners, posters or other displays to the exterior of the University buildings may cause damage to the buildings or jeopardize public safety and therefore, is not permitted. This includes, but is not limited to, overlays, signs, posters, flags, banners, paint, lights, or anything that partially and/or obstructs windows.
11. Sandwich boards, ground signage and other exterior postings must comply with all posting regulations and be approved with express written permission from the Events Management Office
12. Prohibited posting activities include, without limitation: posting of promotional flyers or leaflets on windows, doors, trees, light poles, grounds, vehicles, bus stops, indoor and outdoor walls, and in elevators.
13. Promotion of events that advertise alcohol or drugs, or any event that violates the law and/or Buffalo State policies and/or code of conduct is prohibited.
14. Promotional material not endorsed by a student organization, university program, department, unit, or an approved sanctioned event through the Events Management Office is prohibited.
15. Multiple postings of the same item in the same location is prohibited.

Clearing

Postings must be removed by the sponsoring organization within 48 hours after an event takes place or it will be removed. All bulletin boards are to be cleared on a schedule set by the appropriate party. The University reserves the right to clear all Postings during times when the President determines that such action is in the best interests of the university community.

Any Posting that violates the regulations or promotes or constitutes illegal activity will be removed and disposed of immediately at the discretion of the University without notification. Additionally, repeated violations will result in a loss of posting privileges and possible disciplinary action and/or Code of Student Conduct action.

The University is not responsible for any loss of, or damage done to, a posting.

RESPONSIBILITIES

Vice President for Finance and Management

UNITS AND PERSONS AFFECTED

All employees, departments and committees
All students and student groups
All entities with a contractual relationship with Buffalo State University
All affiliated university entities
All external groups or individuals

RELATED PROCEDURES

[Student Union Posting Policy](#)
[Residence Life Posting Policy](#)
[Digital Signage Policy](#)

APPENDIX

CONTACT INFORMATION

Events Management Office
Attn: Director of Events Management
Buffalo State University
Cleveland Hall 319
1300 Elmwood Avenue Buffalo, NY 14222
Phone: (716) 878-6114
Website: <https://eventsmanagement.buffalostate.edu/>
E-mail: eventmgt@buffalostate.edu

APPROVAL

Approved by Cabinet 10/21/25

REVISION HISTORY

Date of change:

Brief description of edit:

