

Sykes Union Advertising Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

This Policy applies to all individuals, Student Organizations, or West Chester University departments and colleges interested in advertising in Sykes Student Union. Advertising in this Policy is defined as indoor flyers and banners that are hung throughout the building.

Policy Statement

Postings are limited and must be approved for display around Sykes Union. Approval is granted through the Sykes Union Information Desk Staff. Banners may be hung inside of Sykes Union upon request in the designated reservation system. Banners may be restricted in size and length of time displayed per current procedures.

Procedures

Flyers are approved at the Information Desk. A Sykes Student Union Staff member will review the flyer and stamp for approval along with a date of removal.

Banners, unlike flyers, require a reservation and can be obtained by reserving the banner space through the campus reservation system. It is the responsibility of the organization to hang and remove banners. Any banners removed by Sykes staff may result in the banner being discarded.

Reviewed by: Sykes Student Union Administration

Policy Owner: Clayton Kolb, Senior Director Sykes Administration



Approved by:

Dr. Zebulun R. Davenport
Vice President for Student Affairs
March 4, 2021

Effective Date: January 1, 2021

Next Review Date: January 1, 2025

History:

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Amended: August 28, 1995, January 1, 2021