

Seattle Pacific University Posting Policy

Student Union Building, Gwinn Commons, Collegium, Weter Memorial Hall

General Information

- All postings in student commons areas (see above) must be approved by Unicom.
- Approved postings may be posted for no more than two weeks.
- Materials may be posted using push pins or staples on the bulletin boards.
- With the exception of blue painter's tape, tape is not permitted on wall surfaces.
- Posted materials will be inspected weekly; unapproved or outdated items will be removed.
- Items posted elsewhere on campus must be approved by the building administrator.
- For special displays, contact the building manager or [Conference Services](#).
- Posting is not permitted in Martin Square, outdoor campus spaces, including exterior pillars, or on any windows.
- Organizations responsible for any damages from posting will be held financially responsible.

Content Rules

- Materials must align with the mission of Seattle Pacific University, lifestyle expectations, and other general written procedures.
- Credit card advertising is not permitted.
- Slanderous materials are not permitted.
- Sandwich boards must contain campus approved materials and must only advertise campus events, programs, and services.
- Churches and para-church ministries wishing to post materials on campus must seek approval with the Office of University Ministries. For more information, visit this link: <https://www.spu.edu/depts/um/about/documents/PrinciplesandProcedures.pdf>
- All materials must provide the name of the organization sponsoring the event.

Description of Designated Areas

Materials may only be posted in approved areas:

- Student Union Building (three postings per organization)
 - Bulletin boards
 - Wall space adjacent to the north staircase
 - No posting is permitted on windows, pillars, and other wall space
 - Table tents are permitted with permission from the [SUB Manager](#)
- Weter Memorial Hall (two postings per organization)
 - Bulletin board
 - Wall space to the right of the fireplace
 - Pillars
 - No posting is permitted on windows or walls displaying artwork
- Gwinn Commons (one posting per organization)
 - Bulletin board
 - Concrete walls (NO posting on brick)