

**DePaul University College of Law
Flyering Policy**

Policy

- ❖ Only flyers that are stamped by the SBA or Law Student Affairs may be posted anywhere in Lewis. Any flyers that are not stamped will be removed.
- ❖ Each organization may hang up to 15 flyers around Lewis (not including the flyers on the student organization's office door or flyers put on tables in the second floor lounge).
- ❖ Flyers may ONLY be posted on the bulletin boards on the 2nd, 3rd, 7th, 8th, and 9th floors and on the tables in the second floor lounge. No flyers are permitted to be posted anywhere other than these designated areas. Prohibited areas include: in the elevator, on any doors, on any walls, or in the panels outside the 7th, 8th, and 9th floor classrooms.
 - ❖ Only one flyer may be posted on each bulletin board. Do NOT cover up other flyers that are already there (if there is a flyer for an event that has passed, throw it out instead of flyering over it).
 - ❖ Flyers must be posted using the thumbtacks made available on each bulletin board; NO staples or tape may be used!
 - ❖ The SBA will place a flyer in the panels outside the 7th, 8th, and 9th floor classrooms each week listing the events taking place at the College of Law that week.
- ❖ Student organizations may not place quarter sheets anywhere around Lewis, including in any classrooms!
- ❖ If any student organization is found to be in violation of these procedures and guidelines, it may result in the removal of flyers and a ban on hanging flyers in the future.

Procedure

- ❖ Any student organization or journal that wishes to post a flyer anywhere in Lewis must submit the flyer to the SBA Director of Communications,

depaul.sba.dircomm@gmail.com. There is a folder on the SBA Office Door where flyers may be dropped off if no SBA Board Members are in the office.

- ❖ Once your flyers have been submitted to the SBA, they will be reviewed and stamped within 1 - 2 business days of them being dropped off (please allow for enough time before your event when submitting flyers for approval).
- ❖ Once your flyers have been approved and stamped, your organization is free to flyer on the second floor lounge tables or on the bulletin boards on the 2nd, 3rd, 7th, 8th, or 9th floors.
 - ❖ As a reminder, per the College of Law's Alcohol Provision and Consumption Policy, student organizations may **NOT** advertise the availability of alcohol in any of their event publicity, **including social media**.
- ❖ Flyers may only be hung two weeks prior to an event, and must be removed no later than 48 hours after the event has ended.

You can also email Lawrence Arendt, Faculty and Programs Assistant, at larendt@depaul.edu to inquire about having your event/announcement included in the College of Law Weekly News email.