

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedures Manual**

SUBJECT: Campus-Wide Posting

NUMBER: 3:2

---

Office: Office of Academic Affairs

Source: [SDBOR Policy 4:7](#); [SDBOR Policy 6:13](#); [SDBOR Policy 6:14](#); [Article I. Sec. 3-29](#)

---

1. Purpose

This policy and its procedures set forth the guidelines to provide Black Hills State University students, faculty, and staff with maximum opportunity and space to advertise campus-sponsored activities and events at locations throughout the campus. It is expected that all advertising material posted will be reasonably neat, attractive, and in the interest of the campus community.

2. Policy

- a. Poster and Flyer size is recommended to be 11” x 17” or smaller and in a portrait orientation.
- b. Posters and Flyers must provide the name of the BHSU sponsoring department or organization or other partnership institutions. For events, the event time and location must also be included.
- c. All posters must adhere to the campus [visual identity standards](#) and all posters promoting an event must include the University’s ADA Compliance statement, “Persons with disabilities requesting accommodations for this event should contact <person in charge of event> at <phone number> at least 48 business hours prior to the start of the event.”
- d. There are approximately 28 bulletin boards at the BHSU main campus designated for campus activities available to post BHSU posters/flyers. The boards are located in the Student Union, Jonas, Residence Halls, Young Center, and the Library. Posters must be delivered to the Student Engagement and Leadership Center to be hung on the proper boards.

- e. There are approximately 5 locations at BHSU-RC designated for BHSU (or partner institution) posters/flyers. Materials must be delivered to the BHSU-RC Administrative Suite for distribution.
- f. There are community boards designated for off-campus entities to advertise community events, ads, and classifieds. These posters must be dropped off at the Student Engagement and Leadership Center (BHSU) and/or BHSU-RC Administrative Suite (BHSU-RC) to be hung on the proper boards.
- g. Posters, flyers, and table tents will be posted for a period not exceeding two weeks.
- h. For guidelines related to the advertisement of gaming and alcoholic beverages on campus, refer to BHSU Policy 6:2.
- i. Posters may be posted in areas designated for posters only (i.e. bulletin boards and strips). Publicity may not be attached to windows, doors, walls, floors, trees, light posts, or any other part of the University grounds.
- j. Chalk on the sidewalks is permitted only for promotion of University-related programs and activities. The Student Engagement and Leadership Center in Spearfish and/or the BHSU-Rapid City Administrative Suite Front Desk must be notified of chalking.
- k. Due to Spearfish City Ordinance ([Article I. Sec. 3-29](#)), “No person shall throw or deposit any handbill in or upon any vehicle.”
- l. Table tents must follow campus visual standards and all the above-listed policies.
- m. Special exemptions from any of these policies may be requested at the Student Engagement and Leadership Center or at the BHSU-Rapid City Administrative Suite Front Desk.

### 3. Procedures

- a. All Posters and Flyers must follow University policies as listed above.
- b. Posters, flyers and table tents for University sponsored events should be printed at the University Print Shop, located in the lower level of Jonas Academic.

- c. All poster, flyers and table tents are to be left in the Student Engagement and Leadership Center or at the BHSU-Rapid City Administrative Suite Front Desk for proper distribution
  - d. Community posters are to be left in the Student Engagement and Leadership Center or at the BHSU-Rapid City Administrative Suite Front Desk for proper distribution.
4. Responsible Administrator

The Vice President for Academic Affairs, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 6/8/2020. Revised 1/12/2021.