

**Edward J. Bloustein School of Planning and Public Policy  
and  
Mason Gross School of the Arts**

**POSTING POLICY**

**OVERVIEW**

The Edward J. Bloustein School of Planning and Public Policy (hereafter, the Bloustein School or Bloustein) and the Mason Gross School of the Arts (hereafter, Mason Gross) are committed to the principle of free inquiry and a robust exchange of ideas in a manner characterized by mutual respect, civility, and freedom from discrimination, bias, and hate.

**PURPOSE AND SCOPE**

This policy outlines the appropriate use of community space as it pertains to posting flyers, pamphlets, and similar forms of signage, protecting the right to free speech while recognizing the university's purview to regulate the time, place, and manner of such speech. This policy applies to all spaces operated or otherwise controlled by the Bloustein School and/or Mason Gross.

**POSTING PROCESS**

**Who can post, and where?**

Members of the Bloustein and Mason Gross communities, the broader Rutgers community, and the community at large may post only on designated bulletin boards throughout Bloustein and Mason Gross buildings. These designated boards are typically found in common spaces and student lounges. Requests for additional bulletin boards may be submitted to the Mason Gross Director of Operations and Events or the Bloustein Assistant Campus Facilities Manager.

Postings may not be placed on or in walls, windows, doors, partitions, lockers, mailboxes, woodwork, restrooms, classrooms, or any other surfaces. Items not posted on designated bulletin boards will be removed.

Exceptions are made for temporary or permanent signage approved by the administrations of Bloustein or Mason Gross to provide information and wayfinding related to events, activities, and programming. Any unauthorized postings of this kind will be removed.

Exceptions for Mason Gross buildings are also made for artwork, which must be approved in accordance with a policy set forth by the Department of Art & Design.

### **What can be posted?**

All postings must include, or provide a digital link to, identifying information relevant to the posted material in the form of one or both of the following:

- Full name and valid email address
- Rutgers-approved organization

Postings shall include but are not limited to:

- Information on classes, clubs, meetings, etc.
- Announcements or advertisements for events and programs
- Messages of personal support or assistance
- Advertisements of items for sale

All posted material must adhere to Rutgers University policies and guidelines, including the [University's Code of Student Conduct](#), the [Standards of Conduct](#) for student organizations, and the policy [Prohibiting Discrimination and Harassment](#). Posted materials must also adhere to all applicable discrimination and harassment policies contained within local, state, and federal laws. Any posting in violation of these policies will result in immediate removal, after which the respective dean's office will notify the individual and/or organization identified on the posting. If any member of the Rutgers community believes a posted item violates university policy, they are urged to contact the Assistant Dean for Academic Administration at the Bloustein School or the Assistant Dean for Advising & Student Success at Mason Gross.

Damaging, defacing, destroying, or improperly removing posted material will not be tolerated, and individuals who are found to have engaged in such behavior will face disciplinary action.

### **Duration of Postings**

Postings shall remain in place for a finite period of time. Bloustein and Mason Gross respectively maintain the right to determine when a posting has outlived its relevance and therefore should be removed. Postings should be removed as soon as possible following the event or program that is advertised. All postings shall be removed at the end of the fall and spring semesters as well as prior to the start of the fall semester.

## **QUESTIONS**

Questions regarding this policy should be directed to one of the following individuals:

Stephen Weston  
Assistant Dean for Academic Administration  
Bloustein School  
[sdweston@rutgers.edu](mailto:sdweston@rutgers.edu)

Lisa Sanon-Jules  
Assistant Dean for Advising and Student Success  
Mason Gross  
[lbrock@mgsa.rutgers.edu](mailto:lbrock@mgsa.rutgers.edu)