

## **Bulletin Board Guidelines for TUJ Kyoto**

*TUJ student organizations, students, departments, offices, and community members are eligible to display promotional flyers in designated locations. All flyers must be approved prior to posting. Please visit the **IC** for class-related materials or **OSSE** for club-related materials to obtain an approval stamp. **Approvals may be obtained between 9:30 am and 5:00 pm Monday to Friday.***

### **FLYER GUIDELINES:**

- Please bring two (2) copies of either an **A4** or **B3** flyer for approval. No other sizes will be accepted. Once stamped, we will return one copy. The other copy will remain on file in our office for 90 days. You may duplicate and post up to 10 copies at TUJ Kyoto.
- The name of the sponsoring organization or student name must be clearly indicated on the flyer.
- The room number must be clearly marked for events happening at TUJ Kyoto.
- Flyers have a maximum two (2) week posting period. Some exceptions can be made depending on the content of the poster. All posters will be removed at the end of the semester.
- Flyers making references to the use, sale or consumption of alcohol, tobacco or marijuana and/or those that are sexually explicit will not be approved.
- Flyers promoting anything in violation of Temple University policies and procedures or any advertising which promotes illegal activities or illegal content, will not be approved.

### **PLEASE NOTE:**

- Flyers are to be posted in approved posting locations only.
- **POSTING ON WALLS, DOORS, WINDOWS, TREES OR POLES IS STRICTLY PROHIBITED.** Flyers may not be left on tables or other surfaces.
- Any use of Temple trademarks must comply with the Trademark Licensing Policy: [Trademark and Licensing | Gateway to Finance](#)
- **Non-Discrimination Policy:** This policy mandates that student organizations and students within Temple University do not discriminate, practice or promote prejudice or intimidation, both within the individual organization and the greater University community.

**ALL FLYERS MUST COMPLY WITH THIS POLICY. Please complete the form below before taking your flyers to IC or OSSE.**

<https://forms.office.com/r/aPYmVzhhH1>