

Liberty University Community Boards & Procedures

Contact Information

Office Hours: 8:00 AM – 5:00 PM (Closed during Convocation)

Location: Green Hall 1830

Phone: (434) 592-3067

Email: commuter@liberty.edu

Procedure

1. All flyers must meet Liberty University standards. Use of the boards is a privilege and ultimately contingent upon the discretion of Commuter Services.
2. All flyers must be physically brought to Commuter Services for approval. A copy machine is available in the North Campus lobby if needed. Commuter Services cannot make copies.
3. Each flyer will be stamped with an expiration date based on its content, explained below.
4. Individuals are responsible for hanging all flyers on approved boards using approved methods. For your convenience, maps are available at Commuter Services. Expired flyers will be removed by Liberty University staff.

Policy

QUANTITY:

- A maximum of 25 flyers per person or group can be approved at one time.

SIZE:

- Due to space limitations, 8.5 x 11 flyers are preferred but sizes up to 11x17 are acceptable. Posters larger than 11 x 17 will be given special consideration.

STAMP SPACE:

- Please be sure to leave an area of “white space” on your flyer so the stamp is visible. If no “white space” is available, the flyer will not be approved.

FEE (NON-LIBERTY UNIVERSITY/LCA/TRBC PERSONS/GROUPS ONLY):

- Real Estate Related Flyers: \$10/10 days
- Non Real Estate Flyers: \$5/10 days
- Checks ONLY. Please make check out to Liberty University Commuter Services.

HANGING OF FLYERS:

- ONLY one (1) flyer is allowed to be posted on each board. Duplicate flyers will be removed.
- You may use staples, push-pins or thumbtacks to hang flyers. *You must provide your own materials. *Tape and glue are not permitted as they damage the boards. Any flyer taped or glued will be immediately removed.
- Flyers hung on walls, doors or anywhere other than Community Boards will be removed.

SINGLE-DAY EVEN RELATED FLYERS

- (i.e. concerts, poetry readings, etc.) should be approved no more than 10 days prior to the event and will expire 1 day after the advertised date of the event.

MULTIPLE-DAY EVENT RELATED FLYERS

- All event flyers should be approved no more than 10 days prior to the registration deadline (if applicable) or the events opening day. Events lasting less than a week (i.e. conferences, seminars, etc.) shall expire 1 day after the event or registration deadline (if applicable). Events lasting one week or longer (i.e. museum displays, fellowship groups, etc.) shall be taken down 1 day after the event begins and given the option of being reposted by Commuter Services after 10 days, provided the event has not concluded.

NON-EVENTS/NON-PROFIT

- (i.e. guitarist wanted, need a ride, etc.) Expires after 10 days.

FOR PROFIT FLYERS

- (i.e. real estate, restaurants, car services, etc.) Expires 10 days after date of approval.