

# Guidelines for distributing leaflets and posters

TU Delft has drawn up flyer and poster guidelines in recognition of our responsibility towards the TU Delft community and the environment. These are intended to keep the stream of commercial and non-commercial information aimed at our students and staff in check, and reduce the volumes of paper being wasted.

The guidelines are mainly aimed at external organisations wanting to distribute flyers and/or posters, but many also apply to our own student organisations. If in doubt, please contact the faculty/building to ask for permission.

## Subject of the flyer or poster

- It is important to ensure that the subject of posters and flyers is relevant to a large group of staff and/or students, and preferably in some way connected to education, research and/or entrepreneurship/valorisation.
- In principle, poster or flyers with an advertising or political undertone will not be allowed.
- Discriminatory references are banned.

## Permission for flyer or poster campaign

- In principle, people may not hand out flyers inside the buildings.
- Anyone wishing to leave piles of flyers or hang posters inside buildings must obtain prior permission by email from the faculty/building concerned. The desks for this are shown at the bottom left of this table.
- Exceptions to these guidelines are shown on the right.

## After obtaining permission for a campaign

- The faculties and buildings have designated areas for leaving flyers and hanging posters. More information is available in the appendix. Designated areas per faculty/building.

## Promotional campaigns in the faculty/building

- If you have any questions about organising other promotional campaigns, please contact one of the counters shown at the bottom left of this table.

## Promotional campaigns outside/at the main entrance to the faculty

- If you have any questions about organising other promotional campaigns at the main entrances, please contact one of the desks shown at the bottom left of this table.

## Flyer or promotional campaign on the TU Delft campus (excluding the main entrances)

- Please contact CRE for permission  
[Park.management-CRE@tudelft.nl](mailto:Park.management-CRE@tudelft.nl)

## Desks per faculty/building:

TPM: [news-tbm@tudelft.nl](mailto:news-tbm@tudelft.nl)  
 A+BE: [servicepunt-BK@tudelft.nl](mailto:servicepunt-BK@tudelft.nl)  
 IDE: [W.R.Sneekes@tudelft.nl](mailto:W.R.Sneekes@tudelft.nl)  
 CEG: [Communication-CiTG@tudelft.nl](mailto:Communication-CiTG@tudelft.nl)  
 AE: [servicepunt-LR@tudelft.nl](mailto:servicepunt-LR@tudelft.nl)  
 3mE: [news-3mE@tudelft.nl](mailto:news-3mE@tudelft.nl)  
 AS: [communication-tnw@tudelft.nl](mailto:communication-tnw@tudelft.nl)  
 EEMCS: [ServicepuntEWI@tudelft.nl](mailto:ServicepuntEWI@tudelft.nl)  
 ESA: [OS@tudelft.nl](mailto:OS@tudelft.nl)  
 Sports & Culture: [s.w.m.liebrechts@tudelft.nl](mailto:s.w.m.liebrechts@tudelft.nl)  
 TU Delft Library: [events-library@tudelft.nl](mailto:events-library@tudelft.nl)  
 TU Delft, Aula: [Aula-FM-balie@tudelft.nl](mailto:Aula-FM-balie@tudelft.nl)  
 TU Delft Campus: [Park.management-CRE@tudelft.nl](mailto:Park.management-CRE@tudelft.nl)

## Exceptions and particularities

### Arch

Architecture has a no-flyer policy and other activities are only permitted after approval from the faculty. Posters and flyers may be displayed on the aluminium boards without prior permission.

### IDE

Requests on behalf of non-TU Delft organisations are not permitted.

### EEMCS

- Flyers may be left at the Service Desk without prior permission. The Service Desk will decide whether and where to leave the flyers on the basis of their relevance and space available.
- Posters may be hung on the designated notice boards and inside the frames in the lifts (not on the poster frame itself!) without prior permission.
- Flyers may not be handed out inside the building.

### TPM

- Flyers may be left at the Service Desk without prior permission. The Service Desk will decide whether and where to leave the flyers on the basis of their relevance and space available.
- Posters may be hung on the designated notice boards without prior permission.
- Flyers may not be handed out inside the building.

### AS

- Pamphlets and flyers may be left in the designated locations without prior permission.
- Posters may be hung on the designated notice boards without prior permission.
- Flyers may be handed under certain conditions. Please ask for details at the AS desk.

### LR

- Flyers may be left at the Service Desk without prior permission. The Service Desk will decide whether and where to leave the flyers on the basis of their relevance and space available.
- Notice boards are not available.
- Handing out flyers is only permitted after obtaining permission by the Service Desk.
- For each flyer promotion is a removal obligation to prevent litter.

### 3mE

- Flyers may not be handed out or left in or around the 3mE building.
- Posters may be hung on the designated notice boards after obtaining permission and a stamp from Gezelschap Leeghwater ([secretaris@leeghwater.nl](mailto:secretaris@leeghwater.nl)).

### S&C

- Flyers may be left at the sports desk without prior permission. Staff will decide whether and where to leave the flyers on the basis of their relevance and space available.
- Posters may be hung on the designated notice boards without prior permission.

## Education & Student Affairs

- Flyers may be left on tables, the desk and in the pamphlet rack after consulting with reception.
- Posters may be hung on the notice board (maximum A2) after consulting with reception.

## CRE Parkmanagement

- For each flyer promotion is a removal obligation to prevent litter.
- Handing out flyers along biking trails is not permitted because of road safety. Locations for handing out flyers: bridge to IDE, Mekelpark (excl. Freezones), between Aula and Library (excl. Freezone/stairs/steps Library) and Kluyverpark.

# Appendix 1: Designated areas per faculty/building

## Arch

- In the Central hall is a magazine column, only magazines can be displayed.
- Bnieuws and Delta have their own magazine rack in each pantry.
- The distribution of flyers within the building is only allowed after an explicit agreement from Facility Management & Real Estate/Communication. Contact via [servicepunt-BK@tudelft.nl](mailto:servicepunt-BK@tudelft.nl).
- Posters cannot be displayed in the elevators.
- Through the whole faculty are aluminium boards available where posters in different formats can be displayed.
- On all other locations posters will be directly removed.
- The black magnet boards located at the entrance (main- east- and west) are not allowed to display anything.
- Windows, walls and doors cannot be used to paste anything. Using tape is forbidden. Any damage done will be charged directly to the organisation.

## CEG

- Flyers/posters can be displayed:
  - in the elevators: max. A4-format, larger formats will be removed.
  - at the bulletin boards in the Studentenstraat (1st floor at the DE coffee corner).
  - If you like to use the theme boards on the 1<sup>st</sup> floor please contact the study association PS. They will decide if the subject is study related and will stamp the posters.
  - Flyers for students can be put at the student association PS ([info-ps@tudelft.nl](mailto:info-ps@tudelft.nl)) and MV ([secretaris-MV@tudelft.nl](mailto:secretaris-MV@tudelft.nl)). Please note: first ask permission.

## IDE

- Distributing flyers and posters in the building is only allowed after an explicit agreement from Facility Management & Real Estate/Communication IDE.
- Flyers can only be displayed in the central hall.
- Flyers cannot be deposited on tables.
- Posters can be displayed in the elevators, max. A3 format.
- On all other locations posters will be directly removed.
- Windows, walls and doors cannot be used to paste anything. Using tape is forbidden. Any damage done will be charged directly to the organisation.

## AE

- Flyers can be distributed in the hall and in the special racks for A4 flyers.
- Where posters can be distributed, will be decided by the Service Desk.

## EEMCS

- Bring your flyers to the Service Desk, they will display them in the special racks in the hall.
- Posters can be displayed on the bulletin boards and in the elevators (not allowed to put them in the poster frames!)

## TPM

- Contact student association Curius. They can help displaying posters and flyers.
- Posters can be displayed on the bulletin boards.

## AS

- Flyers
  - Most of the student associations have places where you can display your flyers. Contact them to see where these places are.
  - At the main entrance of the building is a special flyer/magazine rack where they can be displayed.
- Posters
  - In the building are bulletin boards available (some specially for students). If there is no sign to who they belong, you can use them to display posters. Preferable max. A3 format and bilingual.

## TU Delft Library

- Flyers can be issued at the front desk. They will be put in the Living Room.
- Posters can be issued at the front desk. They will be displayed in the Living Room. Max. 1 poster A3 format, will be displayed for 3 weeks.
- Permission granted by events-library to conduct promotional campaigns are only permitted at the front stairs of the Library. Freezone B is never included. At the main entrance of the Library it's not allowed to conduct actions involving food.