

## Posting Policy

Posting is considered to be any information tacked, tied, taped or stapled to any surface on campus. Posting on campus is only allowed on bulletin boards.

Below is the policy for posting any notices on College property. The policy divides the campus into three areas: residence halls, academic/administrative spaces and the outside grounds. It is an expectation that all members of the College community will adhere to the policy and will aid in removing expired and improperly posted notices.

### WITHIN THE RESIDENCE HALLS

1. Bulletin boards are mounted in the entrance to each residence hall and all notices will be restricted to these bulletin boards. Items posted on other surfaces (walls, doors, windows, etc.,) will be removed.
2. One bulletin board will be labeled for general notices and the other will be labeled for the residents' use in that hall. Literature not related to residential life (credit card information, travel brochures, etc.) must be posted on the general notice bulletin board.
3. All information must be dated by the individual prior to posting.
4. The hall vice-president will be responsible for removing all outdated material on a weekly basis. No items will remain longer than 14 days.
5. Areas within a residence hall whose primary function is unrelated to student housing will be classified as academic/administrative buildings. This includes but is not limited to dining halls and entrance areas to dining halls; offices; the language lab; the drafting studio; the dance studio and classrooms.
6. Size of posted literature will be restricted as follows:

- \* Items announcing specific events, parties, lectures may not exceed 24" X 36" .
- \* Items announcing regular scheduled meetings or events may not exceed 11" X 17" .
- \* Items of general information (for example, books for sale, apartments to rent, etc) may not exceed 8 1/2" X 11" .
- \* Posters or banners exceeding 24" X 36" may be hung in one place on campus: over the McBride Gateway.

#### ACADEMIC/ADMINISTRATIVE SPACES

All buildings/spaces that are not residence halls or those spaces within a residence hall whose primary function is unrelated to student housing will be included in the policy for academic/administrative buildings.

All restricted bulletin boards will be labeled to identify the information that may be posted on that board. Each building will include at least one bulletin board for general information.

1. All items on general bulletin boards must be dated.
2. Items on department labeled bulletin boards are the responsibility of the department. Items posted on department bulletin boards unrelated to the department may be removed.
3. Items may be posted only on bulletin boards. Materials fastened to any other surface will be removed. The only exception is banners hung over the McBride Gateway. Persons and groups in violation of this may be assessed all or part of the costs of removal and repair of damage.
4. Only one flyer per event per general bulletin board will be allowed. Cork strips in contiguous areas constitute one bulletin board.

5. Size of posted literature will be restricted as follows:

- \* Items announcing specific events, parties, lectures may not exceed 24" X 36" .
- \* Items announcing regular scheduled meetings or events may not exceed 11" X 17" .
- \* Items of general information (for example, books for sale, apartments to rent, etc) may not exceed 8 1/2" X 11" .
- \* Posters or banners exceeding 24" X 36" may be hung in one place on campus: over McBride Gateway.

6. The length of time an item may stay posted is as follows:

- \* Items announcing specific events will be removed after the event is over.
- \* Items announcing regularly scheduled meetings or events will be removed after 14 days, unless information is updated.
- \* Items of general information will be removed after 14 days.
- \* Posters or banners on the McBride Gateway will be removed after seven days.

## THE OUTSIDE GROUNDS

The outside grounds include lamp posts, street signs, sidewalks, exterior walls and doors, utility poles, trees and other immobile objects considered part of the property.

1. Items may not be posted (tacked, tied, taped, stapled) on any outside areas except on bulletin boards provided expressly for this purpose. All outdoor bulletin boards will be labeled for general notices. Persons and groups in violation of this may be assessed all or part of the costs of removal and repair of damage.

2. The size of any notice posted outside may not exceed 11" X 17" .

3. Items announcing specific events will be removed after the event. Items of general information will be removed after 14 days.

4. Chalking is permitted on sidewalks only.

As much as possible, all expired or improperly posted items will be recycled. Persons wishing to reclaim a posted notice must do so immediately after the expiration date of the notice. The College assumes no responsibility for retaining posted information.

Items should be placed in a clear area of the bulletin board. Items found posted over other items will be moved to a clear area of the board.

Infractions of the policy will be addressed within each constituent group as determined by each group.