



## CAMPUS POSTING POLICY

*Only Masking Tape On Walls  
Only Tacks On Bulletin Boards & Kiosks*

**ALL PUBLICITY MUST BE STAMPED PRIOR TO COPYING AND POSTING!**

### LOCATION TO POST

<b>Widener Center</b>	2 <sup>nd</sup> Floor	All Round Kiosks ( <i>tacks only</i> )
	Stairways	Cement Walls & Bulletin Boards ( <i>tacks only</i> )
	Basement Floor	Mailbox Area Bulletin Boards/Cement Walls in Mail Box Area
	Jazzman's Café	Only Table Tents Are Permitted

**Founders Hall** All postings must be below the wood trim on the red part of the wall.  
***DO NOT POST IN STAIRWAYS, ON WINDOWS, DOORS, OR FOUNDERS ENTRANCE!***

### GAIN KEY FROM OFFICE OF STUDENT ACTIVITIES

3 <sup>rd</sup> Floor (West Wing)	1 Display Case
2 <sup>nd</sup> Floor (West Wing)	2 Display Cases
2 <sup>nd</sup> Floor (East Wing)	2 Display Cases
1 <sup>st</sup> Floor (Cafeteria)	1 Display Case
Opposite end of Café	1 Display Case

**Residence Halls** Prior approval must be given by the Area Coordinator of the area you wish to post or the Office of Residence Life. Posting still requires stamping by OSA.

*Posting on the door and windows of Founders Hall is prohibited in accordance with OSHA Regulations.*

### TYPES OF POSTINGS

MAIL POSTINGS	Must be stamped prior to being placed in mailboxes.
TABLE TENTS	Must be stamped!
SIDEWALK CHALKING	Must occur only on Cabrini College campus. Writing cannot be placed on buildings. Must seek approval to post wording on campus.
VOICEMAILS	Must have announcement written out prior to recording.
CABRINI ONE PORTAL	Must submit message to OSA for posting.

When posting, please be mindful and respectful of other groups/organization when determining the number of copies you will post. If there is a questionable location, please contact the Office of Student Activities (x8410) to find out if a particular location is appropriate.

Postings must be taking down by the expiration date or your organization/club will be cited with a violation.

### SAMPLE OF VALID STAMPS:

**NOTE:** *Postings above the trim will be removed. Posting without masking tape will be removed. Any posting not stamped by OSA will be removed. Any posting on doors and non-designated stairways will be removed. Thank you for your cooperation.*

1. The Office of Student Activities (Widener 2<sup>nd</sup> Floor) will assume responsibility for administering the posting distribution guidelines.
2. Notices must clearly state the organization and/or sponsor and any other pertinent information including time, date, location, and cost.
3. Posting places have been established in each building. A list of the location are listed on the front of this policy.
4. **BUILDING INCLUDED:** *Grace Hall, Dixon Center, Widener Center, Founders Hall, Woodcrest Hall, Xavier Hall, New Residence Hall, Maguire House, Dixon House, Infante House, McManus House, Casey House, Lanshe House, Sullivan House, and Cabrini Apartment Complex.*
5. Posting in the residence halls requires prior approval from the Area Coordinator of the area you wish to post or the Office of Residence Life. Posting still requires stamping by OSA.
6. All notices will bear the one of the stamps on the front of this policy with a removal date. Student Activities reserves the right to refuse a posting of notices found to be inappropriate for the Cabrini College Campus.
7. Flyers making any reference to alcohol, drugs, sex or tobacco (either written or pictorial) will be reviewed by the Director of Student Activities or the Vice President of Student Development. Approval for posting will not be granted for those flyers that promote anything in violation of Cabrini College policies, procedures, and Core Values.
8. Sidewalk chalk must be written on the ground. Absolutely no writing can occur on buildings. Individuals must submit the wording used for the message to the Office of Student Activities.
9. Campus groups will be responsible for posting their approved notices. It is also the responsibility of the sponsoring organization to have all notices removed by the stamped expiration date. If postings are not removed this will result in a violation of the Posting Policy.
10. Notices are to be posted only in approved areas. Notices are not to be posted on windows, walls, doors, lamp posts, trees, trash cans, etc. Placing flyers on cars is not permitted unless previously approved by the Office of Student Activities.
11. Banners may be suspended from trees or building only with advanced approval from the Office of Student Activities.
12. Off-campus groups may have materials posted on any Kiosk in Widener Center, Founders or Grace Halls. Any student receiving compensation from any outside group (Life, Time, radio station, credit cards, etc.) must also have material approved and stamped. Refer these types of advertisements to the Loquitur.
13. Off-campus postings must receive special approval through the Office of Student Activities.
14. The Office of Student Activities will be responsible for the following:
  - a. Approving/stamping the original notices to be posted (duplicates should be made after the original is stamped).
  - b. Removing notices not approved, posted in the wrong places, not posted with masking tape or tacks.
  - c. Monitoring and enforcing this policy within student organizations and departments.
  - d. Residence Assistants will monitor residence halls.

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