

CABRINI COLLEGE

CAMPUS POSTING POLICY

Only use Tacks on Bulletin Boards & Kiosks

ALL PUBLICITY MUST BE STAMPED by SEaL PRIOR TO COPYING AND POSTING!

LOCATIONS TO POST

Widener Center	2 nd Floor Stairways 1 st Floor Jazzman's Café Dixon Center	All Round Kiosks (<i>push pins only</i>) Stairwell Bulletin Boards (<i>push pins and staples only</i>) Mailbox Area Bulletin Boards Table Tents Are Permitted (with permission from Jazzman's Manager) and black and white tiled pillars ONLY Cork strips in the entrance vestibule (any other posting in Dixon requires the approval of the Dixon Center Coordinator or the Athletics Administrative Assistant)
Founders Hall & Iadarola Center	Postings are ONLY permitted on approved bulletin boards and push pins or staples must be used. Any postings on the walls will be removed and discarded.	
Residence Halls	Have posters approved in SEaL; once approved, make 60 copies and take them to the Office of Residence Life (2 nd Floor, Widener Center) for distribution to the RAs	

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

MAIL POSTINGS= DO NOT GIVE THE MAIL STAFF PAPER TO PUT IN STUDENT MAILBOXES (it causes a mess and wastes paper)

OTHER TYPES OF POSTINGS

TABLE TENTS

Must be stamped!

SIDEWALK CHALKING

Must occur only on Cabrini College campus. Writing cannot be placed on buildings. Sponsoring organization should bring a typed sheet with the wording they intend to use for chalking and SEaL will approve this wording.

When posting, please be mindful and respectful of other groups/organizations when determining the number of copies you will post. **DO NOT POST MULTIPLE FLIERS IN THE SAME LOCATION – IF TOO MANY FLIERS ARE IN THE SAME LOCATION AND IT AFFECTS THE APPEARANCE OF THE BUILDING, SEaL WILL REMOVE YOUR POSTERS AND DISCARD THEM.** If there is a questionable location, please contact the Center for Student Engagement and Leadership (x8755) to find out if a particular location is appropriate.

Postings must be taken down by the expiration date or your organization/club will be cited with a violation. Multiple violations will result in your organization losing its right to post on campus.

NOTE: Postings are only permitted in approved locations (see above). Any posting not stamped by SEaL will be removed. Any posting on doors and non-designated stairways will be removed. Thank you for your cooperation.

ADDITIONAL GUIDELINES FOR POSTING ON CAMPUS:

1. The Center for Student Engagement and Leadership (Widener 1st 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 locations is listed on the front of this policy.
4. **BUILDINGS INCLUDE:** *Dixon Center, Widener Center, Founders Hall, Iadarola Center, Woodcrest Hall, Xavier Hall, East Residence Hall, West Residence Hall, Maguire House, Dixon House, Infante House, McManus House, Casey House, Lanshe House, Sullivan House, and Cabrini Apartment Complex.*
5. In order to post in residence halls, students should first gain poster approval from SEaL, then make 60 copies of the poster. Copies should be taken to the Office of Residence Life on the 2nd floor of the Widener Center for distribution to the Resident Assistants.
6. All notices must have the SEaL stamp of approval, including a removal date. Student Engagement and Leadership (SEaL) 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 the Center for Student Engagement and Leadership or the Vice President of Student Development. Approval for posting will not be granted for those fliers 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 Center for Student Engagement and Leadership (SEaL) prior to writing on the ground and wait for approval.
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 Center for Student Engagement and Leadership and Public Safety.
11. Off-campus postings by recognized student organizations at Cabrini College is not permitted.
12. The Center for Student Engagement and Leadership 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 using push pins or staples.
 - c. Monitoring and enforcing this policy within student organizations and departments.
 - d. Resident Assistants will monitor the residence halls.

NOTE: *Postings are only permitted in approved locations (see above). Any posting not stamped by SEaL will be removed. Any posting on doors and non-designated stairways will be removed. Thank you for your cooperation.*