

CAMPUS/COMMUNITY ANNOUNCEMENT BULLETIN BOARD GUIDELINES

Materials posted on campus and community announcement bulletin boards or kiosks do not need to be approved prior to posting, but must comply with the following guidelines:

- **Posted material must include the name, email or phone number of the registered student organization, university department, faculty, staff, student or community agency/member authoring the printed material**
- **The date of posting must be visible (hand written) on all posted materials.** Postings may be displayed for one month. Date sensitive material should be removed within 48 hours after the event or activity has occurred. The size of a posting must not exceed 11" X 17".
- Individuals may post items on bulletin boards using thumbtacks or staples. Any other method used that results in damage to the bulletin board or surrounding surfaces will be the liability of the posting party.
- Posting is limited - two postings per area if there is space available. If space is limited, only one copy should be posted on each board. Postings on boards or kiosks in excess of the limit are subject to removal at any time by university personnel.
- Materials that do not correspond to the guidelines noted in these procedures, or that violate university policy (for example, harassment and non-discrimination), state or federal law will be removed by university personnel and may result in further university sanctions.

Approved Campus Announcement Bulletin Boards and Locations:

For non-University advertisements please only post on the first listed bulletin board (Founders Plaza Courtyard)

Board Number	Building	Location	Description of Location
1	Outdoors	Founders Plaza	Courtyard - Kiosk
2	Science Hall I	Second Floor	Across from Room 208
3	Academic Hall	First Floor	Breezeway-Next to Room 102
4	Academic Hall	Second Floor	Next to Room 204
5	Academic Hall	Second Floor	Next to Room 211
6	Academic Hall	Third Floor	Outside Hallway
7	University Hall	Second Floor	Next to Room 271
8	University Hall	Second Floor	Next to Room 237
9	University Hall	Fourth Floor	Across from Room 444
10	Science Hall II	First Floor	Next to Room 109
11	Science Hall II	Second Floor	Next to Room 242
12	Science Hall II	Third Floor	Next to Room 309
13	Arts Building	First Floor	Next to Room 151
14	Arts Building	Second Floor	Outside lobby next to Arts 240
15	Markstein Hall	First Floor	Lobby across from elevators
16	Markstein Hall	Second Floor	Lobby across from elevators
17	Markstein Hall	Third Floor	Lobby across from elevators