

# **GUIDELINES FOR POSTING ON CAMPUS ANNOUNCEMENT BULLETIN BOARDS**

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

1. Posted material must include the name of the registered student organization, university department, faculty, staff, student or community agency/member authoring the printed material.
2. 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.
2. The size of a posting must not exceed 11" X 17".
3. 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.
4. Posting is limited to only 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.
5. 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.
6. Do NOT post on the bulletin boards in the University Student Union.

## **Approved Campus Announcement Bulletin Boards and Locations:**

<b>Board Number</b>	<b>Building</b>	<b>Location</b>	<b>Description of Location</b>
1	Commons	The Dome	Next to the Food Services
2	Outdoors	Founders Plaza	Courtyard – Kiosk
3	Science Hall I	Second Floor	Across from Room 208
4	Academic Hall	First Floor	Breezeway-Next to Room 102
5	Academic Hall	Second Floor	Next to Room 204
6	Academic Hall	Second Floor	Next to Room 211
7	Academic Hall	Third Floor	Outside Hallway
8	University Hall	Second Floor	Next to Room 271
9	University Hall	Second Floor	Next to Room 237
10	University Hall	Third Floor	Next to Room 360
11	University Hall	Fourth Floor	Next to Room 442
12	Science Hall II	First Floor	Next to Room 109
13	Science Hall II	Second Floor	Next to Room 242
14	Science Hall II	Third Floor	Next to Room 309
15	Arts Building	First Floor	Next to Room 151
16	Arts Building	Second Floor	Outside lobby next to Arts 240
17	Markstein Hall	First Floor	Lobby across from elevators
18	Markstein Hall	Second Floor	Lobby across from elevators
19	Markstein Hall	Third Floor	Lobby across from elevators