

Posting Policy for Powell Campus Center

I. Intent of Policy

The Center for Student Involvement issues this policy to implement a coherent and meaningful system for disseminating information within the Powell Campus Center.

II. Approval Required for Posting

Flyers, posters, and displays must receive an approval stamp by the Center for Student Involvement before being posted in the Powell Campus Center

III. Requirements for Approval

Posted information must include the name of the sponsoring organization/department as well as the date, time and location of the program. Content of posters and displays may not include promotion of alcohol, drugs, or profanity. As a community space, Tricia Debertolis, Director of the Powell Campus Center, makes the final determination of whether content is questionable and appropriate for public viewing.

IV. Areas Designated for Posting

Only bulletin boards, display cases and the atrium on the second floor may be used for posting. Posters or flyers may not be placed on interior or exterior walls, floors, doors, windows, painted surfaces, columns or public art. In the case of emergency, the administration may post a notice wherever they deem necessary. Recruitment and year/semester-long announcements will have a designated posting area in the building.

V. Guidelines for Posting in the Powell Campus Center

1. Only one notice per event may be posted per bulletin board.
2. Posted materials should not cover or obstruct other notices.
3. Posted materials should be of a reasonable size relative to the size of the posting area and are not to exceed 28 inches by 24 inches.
4. Materials can be posted for a period of up to two (2) weeks. Any group wishing to have material up for more than two weeks will need to seek permission from the Center for Student Involvement. Permission will be granted for groups who are recognizing month-long programming that coincides with national awareness months. Each group will only be allowed to ask for this special permission once a year.
5. The atrium on the second floor of the Powell Campus Center is the only posting area for large banners or signs (must not exceed 3 feet high x 8 feet wide). Approval must be requested a minimum of two (2) weeks prior to the hanging of the banner. A banner will only be able to hang for one week. In addition, the actual hanging of banners must be coordinated through the Center for Student Involvement.
6. Any stand-alone displays or easels may only be up for one week at a time and cannot block any doorways or walkways in or leading to the Powell Campus Center. Such stand-alone displays or easels must abide by all aforementioned regulations with the exception of designated dimensions. Acceptable size of stand-alone displays and easels will be at the discretion of the Center for Student Involvement staff. Contracted services are exempt from this policy.
7. Any postings that are not in compliance with these terms will be removed and discarded by the Center for Student Involvement staff.
8. Repeated abuse of this policy may result in the revocation of privilege to post within the Powell Campus Center. Furthermore, clubs and organizations may be subject to review by the Director of Student Activities as defined in the *Accountability of Student Organizations* section of their recognition agreement.