

# University Posting Policy & Information

Thank you for choosing to post your advertisement on campus. Here is a brief rundown of the University Posting Policy, where you can post, and repercussions of unauthorized posting.

**Please note that only posters advertising dated events are permitted.** General advertising and business promotions are not permitted.

- Each poster must clearly state the sponsoring Central Washington University organization, club, department, or class. (i.e. "Sponsored by Wildcat Tickets"; "As a part of HIST169"; "ABC CLUB PRESENTS...").
- All posters must be stamped and approved by the Information Center. The stamps must be original and cannot be copied.
- One board inside the Student Union has been designated for non-university or community event postings. Non-university or community event postings are confined to this board only and will be removed from any other board if posted. All posters must have an event date, time, place and clearly state the sponsoring or presenting business or organization.
- In the SURC you can post for up to 2 weeks. In academic space you can post for up to 4 weeks on approved bulletin boards, which are listed below. Do not staple your posters to any boards!
- A limit of 2 posters per department per board at any given time unless authorized by the Information Center.
  - Course-specific posters are not permitted. Departments may post one poster listing all courses they are advertising.

## BULLETIN BOARD LIST

BUILDING	FLOOR	DESCRIPTION	BUILDING	FLOOR	DESCRIPTION
<b>Barge</b>	1 <sup>st</sup>	Next to rm. 114	<b>McConnell</b>	1 <sup>st</sup>	Across from rm. 107
<b>Black</b>	1 <sup>st</sup> / 2 <sup>nd</sup>	Next to rm. 141 / Next to rm. 227	<b>Michaelsen</b>	1 <sup>st</sup>	Large board in foyer
<b>Bouillon</b>	1 <sup>st</sup> / 2 <sup>nd</sup>	Next to rm. 124 / By rm. 202	<b>Music</b>	Between 1 <sup>st</sup> and 2 <sup>nd</sup>	Stairwell between the 1 <sup>st</sup> & 2 <sup>nd</sup> floors
<b>Dean</b>	1 <sup>st</sup>	Next to rm. 105	<b>Psychology</b>	1 <sup>st</sup>	South entrance
<b>Health Sciences</b>	1 <sup>st</sup>	Next to rm. 115A	<b>Randall</b>	1 <sup>st</sup>	Northwest entrance
<b>Hebeler</b>	1 <sup>st</sup> / 2 <sup>nd</sup>	Next to rm. 121/ Top of stairs at east end	<b>Samuelson</b>	1 <sup>st</sup>	7 boards surrounding central area, 3 throughout 1 <sup>st</sup> floor
<b>Hogue</b>	2 <sup>nd</sup>	Tack stripes along second floor	<b>Shaw-Smyser</b>	Any	Any board except for pre-designated
<b>Farrell</b>	1 <sup>st</sup>	Between 1 <sup>st</sup> & 2 <sup>nd</sup> floor	<b>Science</b>	1 <sup>st</sup>	Any board except for pre-designated
<b>L &amp; L</b>	ALL	North and South entrances	<b>Science II</b>	1 <sup>st</sup>	Any board except for pre-designated
<b>Library</b>	1 <sup>st</sup>	1 <sup>st</sup> floor lobby	<b>SURC*</b>	1 <sup>st</sup>	3 boards in main hallway, 1 board down ramp to Market Place
<b>Lind</b>	1 <sup>st</sup>	By rm. 104 & 105; By rm. 107 & 108; By rm. 118 & 119			*Posters placed on this board by Info Center Staff only.

- To hang posters in the SURC you will leave them with the Information Center and we will post them for you. Please provide **3 copies of your poster** to the Information Center. **Only Student Union staff may hang posters in the SURC.**
- You are responsible for posting in academic buildings AND removal of all posters by the stamped date.
- If you would like your posters hung in Residence Halls they must be stamped by the Information Center and dropped off at **the Residence Life Office in Barto Hall**. They will get them to the Residence Halls. **You may provide a maximum (2) postings for each residence hall.**
- It is prohibited to post on any unapproved locations: car windshields, tables, or windows – it is considered littering. DO NOT DAMAGE WALLS. If you damage university property, your club may be charged for repair.
- The full Campus and Student Union Posting Policy can be found online at: <http://www.cwu.edu/student-union/policies-procedures>

### University Grounds:

The only posting permitted on university grounds is the use of the staked posters. No more than twenty (20) back-to-back stake posters shall be in grassy areas on the CWU campus. These stake posters are subject to the same rules affecting university bulletin boards. Stakes must be no longer than four (4) feet with a visible three (3) feet height restricting. There can be no more than (3) stakes around the Student Union and Recreation Center, and no more than (6) on the Walnut/Chestnut Mall.

*Failure to comply with the above guidelines may result in the loss of posting privileges.*

**Questions? Please contact the Information Center Staff.**