

## 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.

- Each poster must clearly state the sponsoring organization, club, or department. (i.e Sponsored by Wildcat Tickets)
- All posters must be stamped and approved by the Information Center. The stamps must be original and cannot be copied.
- In the SURC you can post for 2 weeks. In academic space you can post for 4 weeks on approved bulletin boards, which are listed below. Do not staple your posters to the boards.

<b>BULLETIN BOARD LIST</b>		
<b>BUILDINGS</b>	<b>FLOOR</b>	<b>DESCRIPTION</b>
<b>Barge</b>	1 <sup>st</sup>	Next to room 114
<b>Black</b>	1 <sup>st</sup> and 2 <sup>nd</sup>	1 <sup>st</sup> -next to rm. 141 2 <sup>nd</sup> -next to rm. 227
<b>Bouillon</b>	1 <sup>st</sup> and 2 <sup>nd</sup>	1 <sup>st</sup> - Brown tripod outside front entrance, next to rm. 124, across from ITS Helpdesk rm. 112 2 <sup>nd</sup> -across from rm. 210, by rm. 202
<b>Dean</b>	1 <sup>st</sup>	Next to rm. 105, west entrance by staircase B, stairwell entrances-east & west floors 1-4
<b>Hebeler</b>	1 <sup>st</sup> and 2 <sup>nd</sup>	1 <sup>st</sup> -Next to rm. 121, next to rm. 118, between 107/108, across from 101 2 <sup>nd</sup> -head of stairs at east end.
<b>Hertz</b>	1 <sup>st</sup>	South hallway by University Writing Center
<b>Hogue</b>	2 <sup>nd</sup> Floor	Tack stripes along second floor
<b>Farrell</b>	1 <sup>st</sup>	Between 1 <sup>st</sup> & 2 <sup>nd</sup> floor. Between 2 <sup>nd</sup> & 3 <sup>rd</sup> floor
<b>L &amp; L</b>	ALL	North and South entrances
<b>Library</b>	1 <sup>st</sup>	1 <sup>st</sup> lobby, next to the Totem Pole
<b>Lind</b>	1 <sup>st</sup>	West entrance by rms. 104 & 105, between 118/119
<b>McConnell</b>	1 <sup>st</sup>	Across from rm. 107
<b>Michaelsen</b>	1 <sup>st</sup>	Large board in foyer
<b>Mitchell</b>	1 <sup>st</sup> and 2 <sup>nd</sup>	East entrance-1 <sup>st</sup> floor West entrance-2 <sup>nd</sup> floor
<b>Music</b>	Between 1 <sup>st</sup> and 2 <sup>nd</sup>	In the stairwell between the 1 <sup>st</sup> and 2 <sup>nd</sup> floors
<b>Psychology</b>	1 <sup>st</sup>	South entrance
<b>Randall</b>	1 <sup>st</sup>	Northwest entrance
<b>Samuelson</b>	1 <sup>st</sup>	7 boards surrounding central area, 3 throughout 1 <sup>st</sup> floor
<b>Shaw-Smyser</b>	Any	May post on any board except for pre-designated
<b>Science</b>	1 <sup>st</sup>	May post on any board except for pre-designated
<b>Science II</b>	1 <sup>st</sup>	May post on any board except for pre-designated
<b>SURC</b>	1 <sup>st</sup>	3 boards in main hallway, 1 board down ramp to Market Place

- To hang posters in the SURC you will leave them with the Information Center and we will post them for you.
  - 3 for Events (1 on an event board, 1 for our files and 1 for AUAP)
  - 3 for Club Meetings & Announcements (1 on club board, 1 for our files and 1 for AUAP)
  - 3 for Academic Classes & Announcements (1 on academic board, 1 for our files and 1 for AUAP)
- If you would like your posters hung in the 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.
- It is prohibited to post on any unapproved locations: car windshields, tables, or windows. They will be removed and discarded.

### **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.*

**Updated 9/28/18**