Warren College Residential Life Posting Policy

General Guidelines

1. Before posting, posters and flyers must get an approval stamp at the Warren Residential Life Office, located in the Canyon Vista Administration building. In order to get an approval stamp the following conditions must be met:
   * All postings must clearly indicate the name of the event, the date, the time, the cost, the location of the event, the name of the sponsoring individuals or organizations, and a contact phone number. An e-mail address or website link is nice for additional information, but the phone number is mandatory.
   * A representative from the organization must sign an agreement stating that they have read and understand the Warren College Residential Life Posting Policy.
   * The representative must also leave his or her name, phone number, name of organization, name of event, date of event, and number of posters being approved on the sign-up sheet/posting log sheet (located in the Res Life Office).

2. All posting (posters, banners, and flyers), including tape, tacks, and string must be removed within 24 hours after the event. Residential Life staff members will be checking the postings on a regular basis.

3. The representative who signed the agreement is financially responsible for any damages resulting from posting violations.

4. No door-to-door promoting of events is permitted. (Warren Organizations may make special requests through the Resident Dean. Contact the Residential Life Office for guidelines.)

5. Banners and flyers are not permitted on balconies, sidewalks, roofs, or sundecks without specific approval from the Residential Life Office. "Chalking" is not permitted. Strictly prohibited areas include: the mailbox areas at the Student Activities Center and Canyon Vista, glass areas, trees, cement pillars, bollards, lamp posts, Resident Advisors' bulletin boards, cement walls located in the elevator bays, elevator bays, elevator doors, and inside elevators.

6. A-frames are only allowed in front of Earl's Place and Canyon Vista with permission from the Residential Life Office.

7. Flyers which malign or denigrate an individual, groups of individuals, or the University community will not be approved for posting.

8. Flyers or banners advertising Alcohol, or non-university sponsored events at which Alcohol is available will not be approved for posting.

9. Posting done in violation of these guidelines will be immediately removed. The first posting violation will result in a verbal warning to the person who signed the waiver, as well as a written warning which will be given to the club the next time they get posters approved. If a second violation occurs, the organization will be required to clean tape and string from all posting areas in which the organization posted. A third violation will result in a loss of posting privileges at Warren. Violations resulting in an excessive amount of time or money may result in other sanctions based on the discretion of the Resident Dean.
PLEASE NOTE: The Warren Residential Life Staff may have the privilege to follow alternate guidelines as needed. Warren Organizations with special posting needs may also put in requests at the Residential Life Office.

**Flyers**

1. Posting of flyers is allowed only in designated all-campus posting areas located:
   - on the first floor bulletin board next to the elevator in each apartment building (4)
   - in the first floor laundry room of each apartment building (4)
   - bulletin boards outside of the Student Activities Center and the Residential Life Office (2)
   - kiosks in front of the Residence Halls and in front of the Student Activities Center (3)

2. A maximum of 14 flyers will be approved for posting for an event.

3. There is to be no posting over announcements that are still current.

4. Warren Organizations are allowed to post on apartment and suite doors with permission from the Residential Life Office. Each organization is allowed to post only one flyer per door per week. The flyer must be no larger than 8.5" by 11". Posting is only allowed on name plates, door knobs, and suite bulletin boards.

**Banners**

1. All banners must be limited **3 feet high by 4 feet wide**, unless special approval is given from the Residential Life Office.

2. Posting is allowed only in designated all-campus posting areas located:
   - on wooden posting frames on the side of buildings in the Resident Halls and Apartments
   - on the railing above Canyon Vista, and on the Goldberg and Douglas walkways

3. No tape may be used on railings. String, twine, or plastic coat hanger hooks are recommended.

4. Only masking tape or blue painter's tape may be used to tape posters to the walls. Use clips where provided.

5. There may be a limited number of postings permitted pending on the availability of space during that time.

6. Only one approved poster per event may be posted in each posting area.

7. The west side of Douglas walkway, the side facing Goldberg, may be reserved for posting on a weekly basis at the Residential Life Office. The area may be reserved up to two weeks in advance. Posters may not hang below walkways, but may be larger than 5 feet by 4 feet.
# Warren College Residential Life Posting Policy

<table>
<thead>
<tr>
<th>Location</th>
<th>Type of Publicity</th>
<th>Restrictions</th>
<th>Approval Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Activities Center – SAC</strong></td>
<td>Flyers</td>
<td>Flyers can be posted on the bulletin board outside the front door. To post inside, get approval from the Res Life Office.</td>
<td>All flyers need an approval stamp from Res Life Office.</td>
</tr>
<tr>
<td><strong>SAC</strong></td>
<td>Posters</td>
<td>Poster Brackets are reserved for Res Life and/or SAC events only.</td>
<td>All posters need an approval stamp from the Res Life Office.</td>
</tr>
<tr>
<td><strong>Apartment Bldgs:</strong></td>
<td>Flyers</td>
<td>Flyers can be posted in the laundry rooms. Flyers cannot be posted on the RA Bulletin Boards (on every floor &amp; usually are covered with butcher paper).</td>
<td>Flyers posted by groups/organizations need an approval stamp from the Res Life Office. (RA Bulletin Boards are maintained and checked by Res Life Staff.)</td>
</tr>
<tr>
<td>Black, Brennan, Douglas &amp; Goldberg Halls</td>
<td>Posters</td>
<td>Posters can be posted in Poster Brackets found on the exteriors of the building on the ground floor. No tape is necessary, but painters tape only may be used to reinforce.</td>
<td>All posters need an approval stamp from the Res Life Office.</td>
</tr>
<tr>
<td><strong>Apartment Bldgs:</strong></td>
<td>Banners</td>
<td>Banners must be affixed with string only. There should never be tape used on painted surfaces, including railings, no matter the type of tape.</td>
<td>Approvals for banner posting must be submitted in writing to the Resident Dean, Claire Palmer. A response in writing from Res Dean Palmer will warrant an approval stamp from the Res Life Office.</td>
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<tr>
<td>Black, Brennan, Douglas &amp; Goldberg Halls</td>
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<tr>
<td><strong>Residential Halls:</strong></td>
<td>Flyers</td>
<td>Due to the security of Warren Residential Halls, flyers may not be posted inside the Res Halls. Res Hall RAs and/or Res Life Staff are the only representatives authorized to post and maintain Res Hall Bulletin Boards.</td>
<td>Should you want to publicize in the Res Halls, please bring copies of your flyers with a written request to Res Dean Palmer describing the event/program and your needs for publicity in these areas.</td>
</tr>
<tr>
<td>Frankfurter, Harlan &amp; Stewart Halls</td>
<td>Posters &amp; Banners</td>
<td>Posters can be posted in Poster Brackets found on the exteriors of the building on the ground floor. No tape is necessary, but painters tape only may be used to reinforce.</td>
<td>All posters need an approval stamp from the Res Life Office. Banners may not be posted in or around the Res Hall Buildings.</td>
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<tr>
<td><strong>Warren College Kiosks:</strong></td>
<td>Flyers Only</td>
<td>Approved flyers may be posted on the kiosks. General flyers can be posted on the kiosks without an approval.</td>
<td>No approval stamp necessary.</td>
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<tr>
<td><strong>Warren College Community</strong></td>
<td>Flyers</td>
<td>Flyers may be posted on the bulletin board facing the Res Life Office.</td>
<td>All flyers need an approval stamp from Res Life Office.</td>
</tr>
<tr>
<td><strong>Warren College Community</strong></td>
<td>Posters</td>
<td>Posters may be posted in Poster Brackets found around the complex. Check the location map for posting areas.</td>
<td>All posters need an approval stamp from the Res Life Office.</td>
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<td><strong>Warren College Community</strong></td>
<td>Banners</td>
<td>Banners may be posted on the railings above the Canyon Vista amphitheatre. Banners must be affixed with string only, no painter's tape or other tape should be used on painted surfaces, which include railings.</td>
<td>Approvals for banner posting must be submitted in writing to the Resident Dean, Claire Palmer. A response in writing from Res Dean Palmer will warrant an approval stamp from the Res Life Office.</td>
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