

POSTING POLICY

This policy is intended to cover the general use bulletin boards on the Cleveland State University [CSU] campus. CSU Departmental or Student Government Association [SGA] bulletin boards are not to be included under this policy.

1. Conference Services must stamp posting literature from all internal and external non-student organizations. The literature will be removed if an original stamp of approval does not appear on it.
2. Conference Services' staff will post the literature.
3. Only one piece of literature from each approved event will be posted per bulletin board.
4. Any literature posted on surfaces other than designated bulletin boards will be removed without exception.
5. Conference Services will only hang a maximum of three departmental postings at one time.
6. All literature will be taken down and disposed of immediately following the expiration date stamped on the literature.
7. Posters cannot be larger than 19" x 24".
8. The Physical Plant Department must approve temporary freestanding outdoor displays.
9. Conference Services will not be held responsible for damages to postings while removing material that is out of date, over sized, or incorrectly posted.
10. Costs to repair any damage due to improperly posted materials will become the responsibility of the organization listed on the literature.
11. Political campaign material supporting any federal, state, or local political party, politician, or ballot issue may not be posted.
12. Credit card promotional materials may not be posted.
13. University organizations will lose posting privileges for improperly posted materials. The organization will be responsible for incurred costs if additional labor is required for removal of postings.

Bulletin Board Locations (22) For Non-Student & Non-CSU Organizations

Postings on each board are to be cleared daily when literature is out dated or posted without approval. Literature posted on any location other than approved bulletin boards shall be removed without exception.

Fenn Tower & Heritage Square

- Two copies for Fenn Tower
- Eight copies for Heritage Square

Science Research

- Between SR 151 & 152

Main Classroom

First Floor

- Chester Building Link

Second Floor

- Science Research Link
- North Elevators
- Across bridge next to MC 204
- Next to MC 233, Learning Resource Center
- Between MC 212 & 213, near staircase "B"
- Outside of MC 219
- Outside MC 201& 202 bridge

Third Floor

- NW Corner next to MC 314

Fourth Floor

- North Elevators

Rhodes Tower

- Lobby

ELECTRONIC VIDEO MESSAGE BOARDS IN STUDENT CENTER

Submit your form to: studentcenter@csuohio.edu for approval