

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.

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.

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. Only one piece of literature from each approved event will be posted per bulletin board.
3. Any literature posted on surfaces other than designated bulletin boards will be removed without exception.
4. Conference Services will only hang a maximum of three departmental postings at one time.
5. All literature will be taken down and disposed of immediately following the expiration date stamped on the literature.
6. Posters cannot be larger than 19" x 24".
7. The Physical Plant Department must approve temporary freestanding outdoor displays.
8. Conference Services will not be held responsible for damages to postings while removing material that is out of date, over-sized, or incorrectly posted.
9. Costs to repair any damage due to improperly posted materials will become the responsibility of the organization listed on the literature.
10. Political campaign material supporting any federal, state, or local political party, politician, or ballot issue may not be posted.
11. Credit card promotional materials may not be posted.
12. 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.

Conference Services Responsibility – 11 copies

Fenn Tower & Heritage Hall: delivered to FT Residence Life office

Two copies for Fenn Tower
Eight copies for Heritage Square

Science Research

Between SR 151 & 152

Student Print Shop Responsibility – 21 copies sent to SC 129

Health Sciences

HS 238
Third floor inner link

Main Classroom

First Floor

Chester Building Link
Across from MC 103
MC 123
MC 147

Second Floor

Science Research Link

Third Floor

MC 303
MC 307B
MC 321
NW Corner next to MC 314

Fourth Floor

North Elevators

| | |
|------------------------------------------|--------|
| North Elevators | MC 409 |
| Across bridge next to MC 204 | MC 434 |
| Between MC 212 & 213, near staircase "B" | MC 463 |
| Outside of MC 219 | |
| Outside MC 201& 202 bridge | |
| MC 223 | |
| MC 252 | |

Rhodes Tower

Lobby

The following building **Do Not** have public use bulletin boards and literature will not be posted:

- Urban Building
- Monte Ahuja Business Building
- College of Law Building
- Music Communication Building
- Chester Building
- Julka Hall College of Education
- Stilwell Hall

MESSAGE BOARDS IN STUDENT CENTER

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

3/2014