POSTER POLICY

The Washburn University policy on posters and bulletin boards has been adopted in order to promote the effective use of postings within University buildings. Posting is only allowed on designated walls and bulletin boards.

1. Posters displayed in buildings on campus must be date stamped in the Student Life Office located in Morgan Room 104. Date stamping does not constitute University approval of the contents.

2. Maximum number of posters per organization or event allowed: 20 per building. WSGA student election fliers are exempt from the 20 per building limit.

3. Posters will be date stamped according to the following:
   - Non-university groups advertising products or services-2 weeks;
   - Community service organizations or university groups-up to 30 days, if needed;
   - University Academic or Administrative Departments-up to 1 semester or longer, if needed;
   - Special events held on a specific date-through the date of the event or the appropriate posting period, whichever is less.

4. The maximum size poster allowed on a bulletin board will be 11 by 17 inches.

5. Postings outside of buildings on the University campus are allowed only on bulletin boards or other locations designated for that purpose.

6. To minimize the risk of fire and the impeding of quick and safe egress from buildings in an emergency, posting is not allowed in the following locations:
   
   a. In stair enclosures or on stair railings;
   b. On doors or windows, including translucent glass block windows;
   c. On lights or heaters;
   d. In or on elevators;
   e. On floors;
   f. On furniture;
   g. Attached to or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;
   h. In any other location where they might constitute a safety hazard.

7. Posters must be placed in such a manner that they do not overlap or interfere with the viewing of adjacent posters.
8. Posters on bulletin boards must be attached with thumb tacks. Staples are not permitted. Postings are limited to 1 item per bulletin board. When utilizing University public area bulletin boards, stamped posted messages are limited to 1 posting per bulletin board. Posters on walls must be attached with masking tape. Scotch tape and other tapes are difficult to remove and may damage painted surfaces. Posters may only be placed on bulletin boards in Mabee Library and Stouffer Science Hall. On the first floor of Henderson Learning Center, posters may only be placed on bulletin boards; however, on the 2nd and 3rd floors posters may be placed on walls.

9. Notices which require only a one-day posting period, such as to announce changes in previously scheduled events, to provide directional information for groups visiting campus, or to announce a class cancellation, may be posted for a one-day period without a date stamp. The effective date of the announcement must be clearly visible on such notices, and they must be removed by the person or organizations placing the notices no later than the next day.

10. The Dean of Students, after consultation with the University Attorney, may refuse to date stamp posters which are considered to be obscene or which constitute harassment of a student or a class of students.

11. Custodial staff will remove postings on as timely a basis as possible, consistent with their other duties.

12. One copy of each poster must be left in the Dean of Students office with the name and phone number of the individual that will be posting the item.

13. Failure to abide by the rules of this policy may forfeit your right to post fliers in the future.
Residential Living Office Posting Policy

1. All posters/fliers/banners/and other posting materials to be posted in the three residence halls and Washburn Village must be stamped by the Student Life Office (Morgan 104).
2. Bring material to the Residential Living Office, located in the Living Learning Center, where it may be approved and authorized with the residential living office stamp.
3. The Residential Living Office will post all materials left for approval.
4. Signs posted in the residence halls that do not have both the residential living stamp and the student life stamp will be removed.
5. Student groups or other departments are not permitted to post materials on any surface (table, light fixtures, walls, etc…) other than the bulletin board, located on the first floor of the Capital Federal Center for Learning.
6. Any damage from posting materials without the consent or knowledge of Residential Living will be billed to the organization in which the materials were generated.

Mailbox Stuffers: The following requirements must be met:

1. The event must be sponsored by a registered student organization.
2. The mailbox stuffer must be for a specific, advertised event.
3. Each mailbox stuffer must be stamped by both the Student Life Office and Residential Living.
4. Residential Living staff will be responsible for distributing the mailbox stuffers.
5. Due to the small size of the U.S. Postal boxes, Residential Living encourages registered student organizations to limit their advertisements to no larger than half of an 8.5” x 11” sheet of paper.

Residential Living sponsored postings (which include Resident Assistant, Faculty in Residence, Washburn Residence Council, Interest Groups, Faculty/Staff Mentors) will have access to postings in the halls without required stamps. These groups may post on walls using only masking tape. Postings should not exceed 10 days.