

Carnegie Mellon University

Poster Policy

Revised April 22, 2004

In order to more effectively communicate when events and programs are happening on campus, the following poster policy has been established. The intent of this policy is to curtail abuse and ensure that everyone has equal access to the bulletin board locations.

A **poster** is defined as a flyer, notice, or other material that intended to disseminate information to the campus community.

An **active poster** is defined as a poster that either lists an event which has not yet occurred, or with no effective event date.

A **bulletin board location** is defined as any bulletin board or set of adjacent bulletin boards for which Student Government is responsible (listed below).

The postering guidelines are as follows:

1. Notices posted on bulletin board locations shall not exceed 11 by 17 inches in size.
2. The name of the sponsoring organization must be clearly indicated on the poster.
3. Carnegie Mellon University recognized groups, organizations, departments, and administration are permitted to post on Carnegie Mellon bulletin boards. Any outside groups, corporations or organizations of any kind will have their posters removed unless they comply with guideline 4 below.
4. Outside groups, corporations, and organizations will be allowed one poster per bulletin board location upon registration with the Office of Student Activities or the Campus Life Committee of Student Senate. Alternatively, any Student Government recognized organization can sponsor outside groups, effectively taking responsibility for the outside group's posters. If this occurs, the sponsoring organization must be clearly indicated on the posters in question.
5. For Student Government recognized organizations, one active poster per event per bulletin board location is permitted.
6. Postering is allowed only on bulletin board locations. Posters hanging on doors, walls and windows are not permitted.
7. Banners may be hung outside of Doherty Hall *with the prior permission of Student Activities or the Campus Life Committee* and must be removed within 48 hours after the announced event.
8. Banners and other posters *shall not* be posted on the glass above the main entrances to Doherty 45 and Baker Halls.

9. Postering over other active posters is *not* permitted.
10. Posters whose content is deemed libel, or otherwise excessively vulgar by the Campus Life Committee of Student Senate may be removed and the organization responsible for the poster may be deemed in violation of the poster policy and the organization responsible subject to penalty.
11. Any active posters with no effective end date are required to have the date they are posted clearly printed upon them.
12. If one-hundred (100) percent of an organization's or event's budget is financed by the Activities Fee, then all advertising and printed material for that organization or event must include the words: "Funded by your Activities Fee." If the Activities Fee finances less than one-hundred (100) percent of an organization's or event's budget, then all advertising and printed material for that organization or event must include the words: "Funded in part by your Activities Fee."
13. Those who want their poster to appear on the bulletin board location near the University Center Information Desk shall submit two posters per event to the Information Desk. This board is maintained by University Center Administration and only posters submitted to the Desk will be displayed; all others will be removed. All other bulletin boards in the University Center are subject to the regulations set forth by the Director of the University Center.
14. Active posters that follow these poster regulations shall not be removed by anyone other than the sponsoring organization, except when deemed necessary by Student Activities or the Campus Life Committee.

A weekly purge of the bulletin board locations will remove all posters which violate this policy, any 70 posters whose dates have passed, and any posters that advertise events more than one month in advance. Any active poster with no effective end date shall be removed one month after the post date.

Failure to comply with these guidelines will result in a minimum \$5.00 fine for each poster or banner improperly posted. In addition, if banners are not removed, organizations will be charged with removal costs. At the discretion of Student Activities or the Campus Life committee, fines may be waived or adjusted. If fines are not paid within 30 days, the organization's account shall be frozen. Groups who fail to pay fines risk penalties including, but not limited to, loss of posting privileges, loss of funding, and loss of recognition. Any fines collected will be used to offset the costs of this program. Any exceptions to these guidelines must be made by Student Activities or the Campus Life committee prior to the hanging of the banners or posters in question. Should you have any questions about this policy, please contact the Campus Life Committee at campus-life@andrew.cmu.edu or call 268-2115 or contact the Office of Student Activities at 2688705.

Bulletin Board Locations

The Campus Life Committee of Student Senate, in conjunction with the Office of Student Activities, will monitor the bulletin boards in the following locations. Each bullet constitutes one bulletin board location as described in the Poster Policy.

Doherty Hall

- Next to 1112
- Next to 1209
- Inside 1212
- Outside 2210
- Outside 2315

Margaret Morrison

- on the left stairwell off the main entrance
- on the right stairwell off the main entrance
- outside of room 212A

Wean Hall

- to the right of the elevators on the 4th floor
- to the right of the elevators on the 5th floor
- in 5th floor lobby
- 5200 corridor
- nook by 6200 corridor
- to the right of the elevators on the 7th floor

Baker Hall

- next to 155
- next to 140
- next to 143
- next to the Department of Statistics first floor
- next to the Department of Statistics second floor

Porter Hall

- both sides of the hall near 125C and 126C
- near 226C
- outside of Porter 100
- near bottom of main stairs on A level

Hunt Library

- First floor stairwell

Hamerschlag Hall

- Main hallway on B level

Any individual building's own poster policy shall supersede these regulations.

All bulletin boards in residence halls are subject to policies set forth by Student Life and the University Housing Office.

All bulletin boards in the University Center are subject to the regulations set forth by the Director of the University Center.

All bulletin boards not mentioned above are to be considered private bulletin boards for the sole use of the department or organization which maintains them.