

The Washburn University policy on bulletin boards and posters 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.

Posters displayed in buildings on campus must be date stamped in the Student Life Office, Morgan Hall, Room 240. Date stamping does not constitute University approval of the contents.

Maximum number of posters per organization or event allowed 20 per building. WSGA Student Election fliers are exempt from the 20 per building limit.

Posters will be date stamped according to the following:

- 30 DAYS for Non-University groups advertising products or services
- UP TO 60 DAYS, IF NEEDED for Community Service Organizations or University Groups
- UP TO 1 SEMESTER OR LONGER, IF NEEDED for University Academic or Administrative Departments
- THROUGH THE DATE OF THE EVENT OR THE APPROPRIATE POSTING PERIOD, WHICHEVER IS LESS for Special Events held on a specific date

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

Posting outside of buildings on the University campus is allowed on bulletin boards or other locations designated for that purpose.

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:**

- In stair enclosures or on stair railings;**
- On doors or windows, including translucent glass block windows;**
- On lights or heaters;**
- In or on elevators;**
- On floors;**
- On furniture;**
- Attached to or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;**
- In any other location where it might constitute a safety hazard.**

Posters must be placed in such a manner that they do not overlap or interfere with the viewing of adjacent posters.

Posters must be placed on bulletin boards and be attached with thumbtacks. Staples are not permitted. **Postings are limited to one item per bulletin board.** When utilizing University public area bulletin boards, stamped posted messages are limited to 1 posting per bulletin board. **Posters taped on walls are ONLY allowed in Garvey Fine Arts Center and must be attached with masking tape.** Scotch tape and other tapes are difficult to remove and may damage painted surfaces.

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 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.

One copy of each poster must be left in the Student Life Office, Morgan Hall, Room 240, with the name and phone number of the individual who will be posting the item.

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

Failure to abide by the rules of this policy may forfeit your right to post fliers in the future.

Approved September 2002
Amended February 2018