

Posting Policies

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<http://usg.case.edu/election>, elections@case.edu



Campus Posting Policy

It is important for student groups to have adequate opportunities to publicize their events. It is also important to maintain an attractive campus free of unnecessary litter. The following guidelines are designed to achieve those objectives, while avoiding limitations to freedom of speech.

Student organizations may post information and notices concerning their organizations and its activities in areas provided by the University, including kiosks, bulletin boards, designated areas in residence halls, and the Case network. Guidelines for posting by student groups include the following:

1. Only one notice per event may be posted per kiosk or board surface.
2. Posted materials should not cover or obstruct other notices.
3. Posted materials should be of a reasonable size relative to the size of the posting area.
4. Posting is permitted within the residential facilities per the Housing, Residence Life & Greek Life posting policy. The area office staff will date stamp fliers and/or posters during business hours.
5. Posting is permitted on the public bulletin boards located in the Wade and Fribley Area commons.
6. Posting is prohibited on all academic and administrative buildings and residential facilities (including windows, doors, columns, etc.), artwork, the elephant steps, trees, furniture and seating, sidewalks, streets, and signs.
7. Chalk may be used to post notices on sidewalks, but it is prohibited on buildings. Acrylics, ink, or paint may not be used on any permanent surface.
8. Posting inside of campus buildings must observe all posting guidelines specific to that building or department.

University personnel will remove notices from all student postings areas every Monday. These areas will also be checked regularly to remove dated notices, non-University related postings, and violations.

Violations of this policy will be referred to the University judicial system in the Office of Student Affairs. Groups or individuals responsible for violations will be assessed the actual cost of clean up and any necessary repairs. The minimum charge will be \$50 with additional action possible in more serious cases.

Residential Posting Policy

1. Posted materials should be of a reasonable size relative to the size of the posting area.
2. Postings are permitted on designated posting areas.
3. The NRV (Wade Commons) and/or SRV (Fribley Commons) area office staff will date stamp flyers and/or posters during business hours.

4. If an organization or department would like to post within the residential buildings, a total of twenty-nine (29) flyers/posters (for the NRV) and twenty-three (23) (for SRV) should be provided. This will provide one (1) posting per each residence hall, apartment lobby and Greek House, one (1) posting for Wade Commons or Fribley Commons and one (1) posting for The Spot or the Rough Rider Room.
5. Residential staff will be responsible for posting within the residential building common areas. The staff members will be responsible for checking their staff mailboxes and posting all materials in a timely manner (usually within two (2) working days).
6. Student organizations will be responsible for posting their flyers/posters in common areas (i.e. Wade Commons, Fribley Commons, The Spot and Rough Rider Room) after they have been date stamped in the respective area office.
7. University personnel will remove any outdated postings and any postings that do not follow this policy.
8. Violations of the policy will be referred to the university judicial system in the Office of Student Affairs. Groups or individuals responsible will be assessed the actual cost of clean up and any necessary repairs. The minimum charge will be \$50 with additional action possible in more serious cases.