

STUDENT ACTIVITIES POSTING POLICY

Individuals wishing to post items on campus should review the following guidelines. These guidelines apply to academic buildings, residence halls, and other campus facilities. Any one found in violation of these policies may be referred to Judicial Affairs and Mediation Services.

University Departments are not required to have their posters stamped, but can, if they wish, through the University Center (MGC 274).

- All student organizations are required to have their posters approved and stamped by the appropriate offices, as listed below, prior to being mass-produced or posted around campus. Please submit two copies for approval. One original approved poster will be available for pickup within 4 hours. You can also email an electronic copy to activities@american.edu, and we will digitally stamp the poster.
 - o Student Activities clubs and organizations must have all items approved by their Student Activities Advisor (MGC 271)
 - o Sororities and fraternities must have all items approved by the Coordinator of Greek Life (Butler 408).
 - o Residence hall groups must have all items approved by the designated staff member(s) of Housing & Dining Programs (x3370).
- All posted material must specify in English the date, time, and location of the event as well as the name(s) of the AU sponsor(s). Posters specific to residence halls must indicate sponsorship by Housing & Dining Programs, the Residence Hall Association (RHA), or the floor RA.
- Posted materials may not advertise alcohol, drugs, gambling, or anything else that would be a violation of university policies, either through language or artwork.
- Posted materials should not cover any publicity of other events. Outdated information may be removed to make space for current information. Additionally, any posters violating these guidelines may be removed.
- All items are to be posted only on bulletin boards and affixed with tacks or staples. Only one poster regarding any event is allowed per designated bulletin board. Materials posted elsewhere shall be removed. No materials may be posted on trees; the exterior of buildings; on painted, wallpapered, or glass surfaces, including front, rear or side glass doors; inside elevators, stairwells, bathrooms and public walls; car windshields; or on bulletin boards administered by a university department without permission from the department. Only RHA sponsored or co-sponsored programs are permitted to advertise in residence hall bathrooms and elevators.
- No materials may be put under residence hall doors without the consent of Housing & Dining Programs. Non-residents must be escorted at all times in the residence halls when hanging posters or putting materials under residence hall doors.
- The Resident Director must approve banners in residence halls. The University Center and/or Student Activities must approve any banners in the Mary Graydon Center or on the Quad.
- All public bulletin boards are cleared of out-dated materials on the 15th and 30th of every month.
- Inquiries about all other campus bulletin boards and special posting arrangements should be directed to the University Center (MGC 274).