WHAT CAN BE POSTED
Only flyers (8 ½ X 11”) or posters (no larger than 11X17”) from recognized student organizations and university departments are permitted to post within the residence halls. Items larger than these dimensions must have prior approval from the Residential Education Coordinator. No outside companies or individual postings are permitted. All postings must specify in English (in addition to other languages) the date, time, and location of the event and the name of the AU sponsor (if applicable). Posted materials may not advertise alcohol, drugs, gambling, or anything that would be a violation of university policies.

WHERE CAN ITEMS BE POSTED
All materials posted directly by student organizations can only be posted on general posting bulletin boards as determined by the Resident Assistants and Residential Education staff. All materials posted by Resident Assistants, Hall Councils, and the Residence Hall Association may be posted throughout the hall.

POSTING PROCESS
NOTE: Recognized student organizations must receive an approval stamp from Student Activities, Intramural and Club Sports, or Greek Life prior to copying their posters/flyers. The Residence Hall Association and Hall Councils must receive approval from their organization advisers prior to copying their posters/flyers. University departments do not need prior approval to post within the residence halls.

If copies are to be distributed by staff, the following copies should be provided, divided accordingly:

- Anderson Hall: 22
- Centennial Hall: 7
- Letts Hall/Clark Hall/Roper Hall: 18
- Hughes Hall: 7
- McDowell Hall/Leonard Hall: 16
- Cassell Hall/Nebraska Hall: 15

IF YOU ARE HAVING HOUSING AND DINING PROGRAMS POST FOR YOU, copies may be made and brought to Housing and Dining Programs main office located in Anderson Hall. These copies will be distributed to the Resident Assistants of each building for posting.

IF YOU ARE POSTING DIRECTLY WITHIN THE RESIDENCE HALLS, you must be escorted by a resident of that hall at all times. The resident assumes responsibility for the individual(s) as their guest(s). You must be respectful of all residence hall policies and post responsibly. Only staples or tacks/push pins should be used in the bulletin boards, not tape.

_items not posted in accordance with this policy will be removed and judicial charges may be pursued. Outdated materials will be promptly removed by the residence hall staff._

Anyone wishing to post items in the Residence Halls, must first abide by American University's Posting Policy which can be found here: http://www.american.edu/ocl/uc/Policies-and-Procedures.cfm