

General Campus Guidelines for Posting Notices and Fliers



- All notices must carry the name of the person or group posting them.
- All flyers must have contact information (email and/or phone number) of the person or contact person of the group.
- All materials must be approved and stamped by the Director of Student Engagement or the Director of Residence Life before copying and distribution takes place. Any material that has not been approved will be subject to immediate removal.
- Posting on glass surfaces or floors is prohibited.
- All materials must be removed within 24 hours of the event taking place.
- Posters or fliers cannot cover or block any previous posting.
- Job announcements must be forwarded to the Career Services Office for approval prior to posting.
- Housing announcements must be approved by the Vice President for Student Life prior to posting.
- Before this process is officially begun with the student, the Program Chair or Program Director meets with the appropriate Dean to discuss the request.

Building Guidelines

Notices, posters and fliers are permitted in all campus buildings. However, on-campus publicity for events must be distributed in accordance with the following individual building regulations:

Founders Hall and O'Connor Hall

- Please see Residence Life section of the [Student Handbook](#) for complete details on posting procedures.

Henderson Hall

- Bulletin boards belonging to and labeled for College departments are not to be used by others without specific permission from the appropriate chairperson or administrator of that department.
- Placing materials on floors, walls and doors is prohibited; materials found in these locations will be removed immediately.

Mahoney Library

- No posting on library doors is allowed. There is a bulletin board located near the entrance to the library which may be used for posters and fliers.
- Materials placed on floors, walls and doors will be removed.

Saint Joseph Hall

- Posters and fliers must be placed on the bulletin boards located throughout the building.
- Posting on glass surfaces and/or floors is prohibited.
- Due to space limitations, please respect the need for all groups to be able to advertise in Saint Joseph Hall.
- Please consider the length of time your posters, fliers and banners are posted, as well as the size of the posters and banners.
- In addition, one bulletin board near Rose Dining Room will be reserved for advertising club meetings.

Santa Maria Hall

- Approved fliers and posters may be posted on bulletin boards located in the foyers of Santa Maria Hall.
- Bulletin boards belonging to and labeled for College departments are not to be used by others without specific permission from the appropriate chairperson or administrator of the department.
- Materials placed on floors, walls and doors will be removed.

Santa Rita Hall

- Fliers and posters may be posted on the freestanding bulletin boards located near the elevators on each floor.
- Materials placed on floors, walls, wooden molding or doors will be removed.
- Any posters and/or fliers that do not reflect policy guidelines will be removed immediately.

Annunciation Center

- Posters and fliers must be placed on the bulletin boards located throughout the building.
- Posting on glass surfaces and/or floors is prohibited.
- Due to space limitations, please respect the need for all groups to be able to advertise.