



## POSTING LOCATION GUIDE

All signs that are to be posted on a bulletin board or other designated location not administered by an academic or administrative unit must be date-stamped by the Student Organizations Office and comply with the [Sign Implementation Policy](#) (HOP 11-500 *et seq.*). Academic and administrative departments may endorse their own posted signs within the buildings they occupy.

### GENERAL RULES ON POSTING

1. A 2×2 in. white/blank square in the bottom right hand corner is needed on all postings to allow for adequate stamping space.
2. The material to be posted must be advertising an event or activity that that the organization is sponsoring or promoting a service being offered to the university community.
3. Standard flyer size for display on campus is 8½ × 11 in. Any sign less than or equal to 11 × 17 in. is considered a flyer.
4. Fliers to be displayed on campus will be limited to fifty (50) per event. Banners may not exceed six (6). Posting permits are valid for a period of up to ten (10) class day for registered student organizations and thirty (30) days for academic and administrative departments.
5. Signs and fliers must be posted on approved bulletin boards in buildings.
6. Personal notices may not exceed ten (10) and should be on a 5 × 8 in. card (half-sheet of paper) and displayed on approved bulletin boards only. They will be valid for a period of up to thirty (30) days.

### INDOOR POSTING LOCATIONS

#### Business Building (COBA)

- Bulletin board between rooms 243 and 246
- Bulletin board between rooms 236 and 239
- Bulletin board between 335 and 337

#### College Hall (CH)

- Bulletin board by elevator (1<sup>st</sup> floor)
- Bulletin board by room 101

#### CAPPA Building (ARCH)

- On 1<sup>st</sup> floor brick wall outside Elevator (near Architecture library)

#### E.H. Hereford University Center (UC)

- Bulletin board on stairwell near The Market
- Bulletin boards near The Plaza next to the woman's restroom
- Bulletin board near The Leadership Center
- Bulletin Board outside Office of Student Organizations (B160)

#### Engineering Lab Building (ELAB)

- Bulletin board next to room 101
- Bulletin board next to room 126

#### Fine Arts Building (FA)

- Brick walls by northeast and northwest building entrances (in Art section)
- First floor wall by the north hall elevators
- Bulletin board on the 4<sup>th</sup> floor communications side
- Bulletin board by the 1<sup>st</sup> floor elevators in South Hall

#### Earth & Environmental Sciences / Geoscience (GS)

- Bulletin board in all 3 stairwells
- Student Lounge room 106

#### Health Center (HLTH)

- Bulletin board in foyer of waiting room

#### Life Science Building (LS)

- Bulletin board in foyer of first floor by vending machines
- Bulletin board across from elevators
- Bulletin board by west entrance
- All stairwells between 1<sup>st</sup> and 2<sup>nd</sup> floors
- Walls between elevator doors (floor 1-4)
- Walls at entrance to Rooms 118 and 119
- Wall opposite Rooms 118 and 119
- Wall immediately west and adjacent to Room 118
- Wall east and west in the Center Vestibule
- East wall between Lab Rooms 200 and 201

#### Maverick Activities Center (MAC)

- Bulletin board on the 2<sup>nd</sup> floor by the lounge area

#### Nedderman Hall (NH)

- Brick walls on the first floor, near entrance
- 1<sup>st</sup> floor around and above water fountains

#### Pickard Hall (PKH)

- Posting area by water fountains on 1<sup>st</sup> floor
- Bulletin board area around water fountain by stairs on 2<sup>nd</sup> and 3<sup>rd</sup> floors
- Bulletin boards located by room 103

#### Physical Education Building

- Bulletin board inside east entrance

#### Preston Hall (PH)

- Bulletin boards in the first floor lounge area

#### Residence Halls

- Apartment & Residence Life approval required
- Bulletin boards in Lobby area

#### Science & Engineering Innovation & Research Building (SEIR)

- Bulletin board near entrance to room 194
- Bulletin board near entrance to room 294

#### Science Hall (SH)

- Bulletin board by rooms 238
- South East and West entrances
- Stairway doors in the first and second floors

#### Social Work Complex (SWCA/SWCB)

- In Social Work Building A: Bulletin Board by room 112
- In Social Work Building A: Near north side entrance on the brick wall at the elevator

#### The Commons (COM)

- Bulletin board on the 2<sup>nd</sup> floor near the elevator and restrooms

#### Trimble Hall (TH) and Hammond Hall (HH)

- Bulletin Boards on main floor
- Brick wall across from stairs by entrance to Hammond
- Freestanding board on 2<sup>nd</sup> floor

#### University Administration Building (UAB)

- Brick wall to the right when you walk into the 2<sup>nd</sup> floor

#### University Hall (UH)

- On all ceramic tile walls in the basement and in the first floor
- Bulletin board in the basement under the stairs by room 17
- Bulletin board between room 104 and 105 across from the stairs
- Bulletin board by first floor elevator in north hall between room 101 and 102 E
- Wall between elevator doors

#### Woolf Hall (WLF)

- Posting areas located on the main lobby across from room 111
- Posting areas located by the entrance and room 120
- Bulletin board by room 315
- Bulletin board by room 410
- Brick walls on all floors, by the stairs

## OUTDOOR BANNERS POSTING GUIDELINES & APPROVED AREAS FOR POSTING

Outdoor banners may not be more than 8 × 3 ft. Signs in excess of these sizes require special permission from the Student Organizations Office. A sign that is 11 × 17 in. or smaller may not be placed in an outdoor banner location.

#### Other Buildings and Grounds

1. Signs and fliers may be placed in the areas designated below and must be date stamped by the Office of Student Organizations.
2. In order to gain approval for the use of sign stakes, the Office of Student Organizations must be contacted and specific purpose, sizes and number of signs, as well as their locations must be specific on the Sign Petition Literature Form

#### Signs must not be attached to or posted on any of the following:

- A shrub or plant
- A tree, except by rope or string, and with special permission from the Office of Student Organizations and the Office on Environmental Health & Safety.
- A permanent sign installed for another purpose
- A fence or chain or its supporting post
- On inside or outside brick, concrete, or masonry structures, including bridges
- On glass doors and walls, or painted posts, doors or walls
- A statue, monument or similar structure
- On a University building, except in the areas designated below

#### Banners may be placed in the following areas only:

- a. On the outside west wall of the University Center
- b. On the outside ramp wall by the main entrance of the University Center
- c. On the outside northeast corner of Pickard Hall
- d. Walkway between Trimble and Hammond Hall
- e. On the outside northeast wall of the University Hall
- f. First floor of the Fine Arts Building in the Art Department
- g. On the outside west wall of the Life Science Building
- h. East side of Geoscience Building
- i. Outside wall of Science building, opposite Chemistry Research building
- j. Outside wall of Nedderman Hall, east of main entrance
- k. Outside Southwest wall of Woolf Hall
- l. South Central Wall of Science Hall: facing West side of Campus
- m. Northern sector of the Fine Arts Building
- n. Central Section as you climb down Central Bridge Stairs on Fine Arts building