

POSTING GUIDELINES

Questions: Contact deanofstudents@williamjames.edu

Only registered student organizations, ACES/LEADS and college departments may post fliers on campus bulletin boards and on tables around the William James College (WJC) building and parking lots. These guidelines are intended to:

- Facilitate greater campus community engagement and better communication of campus events
- Keep the College's buildings clean and in good condition
- Ensure consistency with College standards for publications
- Comply with relevant College policies and procedures

Outside businesses, organizations and individual students, faculty and staff are not permitted to post in the WJC building or parking lots. Posters and fliers from outside services will be removed immediately.

The following policies and regulations must be adhered to by registered student organizations when placing posters and fliers at WJC. Administrative and academic departments are not bound by these guidelines:

- The Dean of Students Office, located on the fourth floor, must approve and stamp all posters and fliers prepared by registered student organizations before posting may occur on campus.
- The name of the sponsoring recognized student organization(s) must be clearly indicated on the poster or flier.
- All posters and fliers must conform to campus policies. If an individual believes a poster or flier violates a campus policy, the individual should alert the Dean of Students Office (deanofstudents@williamjames.edu) immediately.
- Only bulletin boards and lounge tables may be used for all marketing inside buildings. Use thumb tacks, staples and/or tape to place posters and fliers on bulletin boards. Adhesive putty or adhesive pads (3M Command or similar) shall be used to secure posters and fliers to exterior walls.

The use of any other type of adhesive and/or anchoring device is not permitted under any circumstances.

- Only one poster or flyer regarding any one event is allowed on each bulletin board or table.
- Posters and fliers may not be placed on top of any existing materials on the College's bulletin boards or tables.
- Posters and flyers are not permitted in the following locations at any time:
 - Building doors
 - Bathroom partitions and mirrors
 - Windows
 - Light or electrical fixtures, including outdoor light poles
 - Cars in the parking lots
 - Fire alarm boxes and emergency equipment
 - Campus directories
 - Trash receptacles
 - Elevator interiors (reserved for Dean of Students postings)
 - Walls
- The registered student organization, department is responsible for removing all posters and flyers within 24 hours of the conclusion of the publicized event.
- Students, faculty and staff should not remove posters or flyers from campus unless the publicized event has already occurred or the poster is in clear violation of any of the aforementioned regulations.

Exempt from these guidelines.

- Any communication Safety Authorities approved by Facilities.
- Any communication related to campus closure.

11/19/24