Posting Policy
Any department or student organization that is affiliated with Wittenberg University may post materials in campus buildings, except residence halls, which are covered by a separate policy.

GUIDELINES FOR ADVERTISING ON CAMPUS

1. The content of all signs, posters and banners must comply with University philosophy and policies.
   - Materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name. Exception: Events at Founders may be advertised on campus.
   - Materials must be consistent with the university policy regarding sexist, racist and other discriminatory conduct (published in Student Handbook).

2. Signs and posters are to be displayed on bulletin boards and in designated display space only. Trees, benches, windows, doors and walls are not appropriate display places. Taping flyers to the any surface other than bulletin boards or designated display spaces is prohibited.

3. All postings MUST be removed within 24 hours after the end of the event. A labor fee may be assessed to groups and organizations for removal of any outdated materials.

4. Banner space in the Student Center must be requested in advance with the Scheduling Office. ALL BANNERS MUST BE HUNG FROM THE RAILINGS WITH STRING. Use of other banner areas must be approved by the appropriate department chairpersons or the Scheduling Office.

5. Writing on the brick walks, benches, or any other furniture is prohibited. Sidewalk chalk may be used on all other cement walks where rain can reach (i.e. no covered porches, etc).

6. The glass display cases in the lower level of the Student Center may be reserved on a weekly basis at the Information Desk.

7. All inserts for the napkin holders in the CDR and Post 95 must be submitted to Dining Services. Inserts will be limited to two per napkin holder and will be reserved on a weekly basis. The Dining Services Office is located on the second floor of the Student Center.

8. Signs, posters and banners that do not meet the above guidelines will be removed and discarded by the Scheduling Office.

9. Student Organizations may be fined if the above guidelines are not followed. The fine is $25.00 for the first offense and posting privileges may be revoked. For each offense thereafter, the fine will be increased.

If you have any questions concerning display space, please call the Scheduling Office at 327-7445. If you need assistance with advertising your event, please contact Office of Student Involvement at 327-7815 or visit their office in the Student Center.

Posting Policy - Residence Halls
Any club or organization that is affiliated with Wittenberg University may submit materials to be posted in the residence halls. In order to ensure that materials are posted appropriately, the following posting policy has been implemented:

1. All materials to be posted in Wittenberg residence halls must be submitted for approval at the Office of Residence Life.

2. Materials must meet these guidelines:
   - Materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name. Exception: Events at The Founder’s Room may be advertised on campus.
   - Materials must be consistent with the university policy regarding sexist, racist and other discriminatory conduct (published in Student Handbook).

Posting Policy, Revised September 2010
3. Upon approval of staff in the Office of Residence Life, residence hall staff will place the materials on approved bulletin boards. This will be completed within three business days.

4. Approved materials may remain posted until completion of the event. Residence hall staff will ensure that event materials are removed upon their completion date.

5. Materials without approval (noted by the Office of Residence Life stamp) will be immediately removed and a copy given to the Area Coordinator for the hall for follow-up.

RA programming publicity, RA announcements, RA bulletin board materials, and RHA/Hall Government materials do not need “stamped” approval.