POSTING POLICY
FOR CAMPUS CENTER

Henderson Campus Center Posting Policy:
- All posted materials must be in good taste and respectful of the Allegheny College Statement of Community. Failure to do so could result in the removal of the posted material and/or suspension of posting privileges.
- Posting in the Campus Center is reserved for campus events or those sponsored by and with the Allegheny Community. Outside vendors are only permitted to advertise on the “I Heart Meadville” display rails located in the entryways to the Campus Center lobby and balcony.
- Materials may not be taped or tacked on walls, doors, bathroom stalls, or windows.
- Posted materials should be respectful of the Allegheny College Statement of Community published annually in The Compass.
- Promotional material should not make reference to alcoholic beverages, drinking contest or illicit drugs.

Banners:
- Banners must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member (this may be handwritten on the back of the banner). Banners not adhering to this policy will be removed by Student Leadership & Involvement. The organization’s president will be notified and given one week to update the banner. Banners not updated within a week will be discarded.
- To preserve the building and its materials, publicly hung in the main lobby or 3rd floor must be hung with plastic clips. If not found on balconies, these clips can be obtained from Student Leadership & Involvement. Banners should be removed when events are completed.
- Due to environmental and safety concerns, banners hung in the Campus Center Lobby can have a maximum vertical length of four feet and a maximum horizontal length of six feet. Banners up to seven feet in vertical length may be hung from the third floor balcony of the Campus Center. If there is question or concern, please see a Student Leadership & Involvement staff member.

Fliers/Posters:
- Fliers must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member. Fliers not adhering to this policy will be removed by Student Leadership & Involvement. When possible the organization will be contacted noting the specific posting violation.
- Posted materials must be contained to posting bars throughout the building. Damage done by improperly posted materials on surfaces will be billed to student organizations.
- Fliers should not overlap or conceal other items, posting is on a first come, first serve basis, we ask that members in the community post no more than 7 – 10 days prior to the event and limit publicity to one flier per display rail (or set of two) out of respect for other members of the community.
- Posters requiring easels or pole stands that are event driven with a college-wide impact may be displayed in the front of the lobby two business days prior to the event. Contact Student Leadership & Involvement for display coordination.

Other forms of publicity:
- Chalking is permitted on sidewalks exposed to the elements. Chalking is not allowed on walls, doors or building exteriors. Please remove following events if rain or snow has not.
- Table tents: should only be posted a week prior to an event. No more than two tents may be on a table at a time. Contact Student Leadership & Involvement if tables have two tents on them and you would like to display your publicity.
- Display cases are available to promote organizations or upcoming events. Third floor display cases are available for student organizations. Reserve through: wufoo form on SLI website.
- The front window of the Campus Center can be reserved for painted publicity. Reservations for “Balcony Windows” may be placed via http://scheduler.allegheny.edu. Windows may be painted a week prior to the event and must be cleaned within 24-hours after event to avoid being assessed a $25.00 cleaning charge. (Priority is given to events taking place in the Campus Center.)

As a courtesy to your peers, please remove publicity following events!

Please see the “Event Planning (General Guide)” listing of ways to publicize and promote events at Allegheny College. The guide is available on the SLI web site under Student Organization Resources.

Creation and Administration of Campus Center Policies
The creation and approval of all Henderson Campus Center policies is administered by Student Leadership & Involvement.

Questions or suggestions regarding the Henderson Campus Center policies?
Contact Student Leadership & Involvement, Henderson Campus Center room 310.
📞 332-2754, 📧 Student Leadership & Involvement Box H, 520 North Main Street, Meadville, PA 16335,
Fax: 📧 814-724-6834, 📧 sli@allegheny.edu

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