

POSTING POLICY

FOR CAMPUS CENTER

Henderson Campus Center Posting Policy:

- 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 Love 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.

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 the Office of Student 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, publicity banners 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 the Office of Student 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 7 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 Involvement staff member.
- Banners may be hung on the outside of the building to promote events, above the lobby entrance from North Main Street and/or above the balcony entrance from Highland Avenue. Space is reserved by using Scheduler, <http://scheduler.allegheny.edu>, and by further coordination with Physical Plant. Please contact the Office of Student Involvement with questions.

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 the Office of Student 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 served basis, we ask that members in the community post publicity 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.

Other forms of publicity:

- Chalking is permitted on Campus Center sidewalks exposed to the elements. It is not allowed on walls, doors or building exteriors. Please make sure the chalking is removed after your event.
- Table tents: should only be posted one week prior to an event. No more than two tents are permitted on a table at a time. Contact the Office of Student 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, please contact the Office of Student Involvement to reserve a case. (Priority is given to events taking place in the Campus Center).
- 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 one week prior to the event and must be cleaned within 24 hours after the event to avoid being assessed a 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 "How to Program an Event" sheet for a listing of ways to publicize and promote events at Allegheny College. This can be found as a PDF at <http://studentinvolvement.allegheny.edu>

Creation and Administration of Campus Center Policies

The creation and approval of all Henderson Campus Center policies is administered by the Office of Student Involvement.

Questions or suggestions regarding the Henderson Campus Center policies?

Contact the Director of Student Involvement, Henderson Campus Center room 310.

☎ 332-2754, ✉ Student Involvement, Box H, 520 North Main Street, Meadville, PA 16335,
814-724-6834,  osi@allegheny.edu

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<http://studentinvolvement.allegheny.edu>

