



## Office of Student Life and Services

### Posting Flyers or Literature on Campus

#### **Posting of Flyers**

- All flyers must be submitted to the Office of Student Life and Services (Building 38, Room A-10) for approval.
- All flyers for student/department events must be posted on bulletin boards only.
- Do not post flyers on any glass, department and office doors, elevators, metal fire doors, fire extinguisher cabinets, evacuation signs or any emergency equipment, kiosks, bathroom doors, painted walls, compartment storage door or areas between elevators and stairs.
- Do not post flyers in Building 39, 3<sup>rd</sup> Floor. However, flyers may be placed on the credenza near the entrance.
- All flyers not stamped approved and posted on bulletin boards will be removed.
- Please remove all flyers within three (3) business days after the date of the event.

**\*\* Violations of posting guidelines will cause for poster removal.**