Bulletin Board Posting Policy

- All postings must be delivered to the Office of Student Activities (Mullen 130F). Place postings in the silver bins located outside the office, under the white-board.
- Postings will be displayed within a week of being delivered to the office.
- All postings must be stamped by the Office of Student Activities.
- Posting for events and other campus activities should be displayed for a maximum of three weeks. Course information, academic programs, etc. may be displayed for the duration of a semester. Any postings that are worn, torn, or otherwise distressed should be replaced sooner. The expiration date of all postings must be marked clearly in the lower right hand corner.
- Postings may only be placed in designated areas. There are various locations available for general postings, one location for the exclusively for outside Ursuline College community postings (in Pilla), and one for the exclusive use of Office of Student Activities (by the Mullen Commuter Lounge). The list of locations follows the description of the policy.
- Postings for the community board consist of opportunities for jobs, volunteering, items for sale, and community events. As with general bulletin boards, all postings must be stamped by the Office of Student Activities.
- One posting per event on each bulletin board is permitted.
- Postings indicating classroom assignments/changes and media/computer placements are only permitted on the small strips immediately adjacent to classrooms. Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.
- There shall be no posting of notices on trees, buildings, utility poles, or campus sidewalks. Sidewalk-chalk is permitted on sidewalks only.
- Posters, promotional materials or decorations may not be suspended from any light fixture.
- Promotional materials cannot be suspended across corridors of building, on the outside of buildings or between structures without special permission from the Facilities Department.
- Only pushpins are permitted for postings. Taped or stapled items will be removed.
- **Postings must clearly indicate the sponsoring organization and include a contact person or office and phone number**
- All postings must be removed by the sponsoring organization within 3 days after the event. Any posting that does not have the required expiration date will be removed.
Bulletin Board Locations

Pilla
1st Floor
1. Above water fountain
2. One outside Pilla 137
3. On the new kiosk near elevator
2nd Floor
4. 4x4 outside elevator
5. 4x4 at west entrance on left wall in hallway

Dauby
Lower Level
6. 6x4 at South end between stairwell entrance
1st Floor
7. 4x4 at north entrance, through doorway by glass case
8. 6x4 in place of painting over bench
2nd Floor
9. 6x4 over copy machine

Mullen
1st Floor
10. 8x4 on wall opposite vending by Campus Ministry
11. 6x4 on blue wall in Hallway from Besse Library
12. 4x4 across from elevator
13. Beside Commuter Lounge- For Office of Student Activities d postings only
2nd floor
14. 6x4 across from lounge area by 213-214
3rd Floor
15. 4x4 between elevator and stairwell
16. 6x4 across from lounge area by 313-314
17. Across from MU 317

Fritzscbe
18. 6x4 on the landing of stairs leading up to Daley—Right wall

URSULINE
STUDENT
ACTIVITIES
COLLEGE

• GET INVOLVED
• HAVE FUN
• LEAVE YOUR LEGACY