

Carnegie Mellon University

Poster Policy

Revised December 1998

5 In order to more effectively communicate when events and programs are happening on campus, the following poster policy has been established. The intent of this policy is to curtail abuse and ensure that everyone has equal access to the bulletin board locations.

10 An **active poster** is defined as a poster that either lists an event which has not yet occurred, or with no effective event date.

A **bulletin board** location is defined as any bulletin board or set of adjacent bulletin boards.

15 The poster guidelines are as follows:

1. Notices posted on bulletin board locations shall not exceed 11 x 17 inches in size.
2. The name of the sponsoring organization must be clearly indicated on the poster.
- 20 3. Only Carnegie Mellon University recognized groups, organizations, departments, and administration are permitted to post on CMU bulletin boards. Any outside groups, corporations or organizations of any kind will have their posters removed unless they are sponsored by Student Government or a Carnegie Mellon recognized group and comply with guideline 2 above. Outside organizations are responsible for finding a recognized sponsoring organization. The Campus Affairs committee of the Student Senate may assist in this process if so requested by the outside organization.
- 25 4. Only one active poster per event per bulletin board location is permitted.
- 30 5. Postering is allowed only on bulletin board locations. Posters hanging randomly on doors, walls and windows are not permitted.
- 35 6. Postering over other active posters *is not* permitted.
7. Active posters shall not be removed by anyone other than the sponsoring organization.
- 40 8. Banners may be hung outside of Doherty Hall *with the prior permission of the Campus Affairs Committee* and must be removed within 48 hours after the announced event.
9. Banners and other posters *shall not* be posted on the glass above the main entrances to Doherty and Baker Halls.

45 **10.** If one hundred (100) percent of an organization’s or event’s budget is financed by the
Activities Fee, then all advertising and printed material of that organization must
include the words: “Funded by your Activities Fee”. If the Activities Fee
finances less than one hundred (100) percent of an organization’s or event’s
50 budget, then all advertising and printed material of that organization must include
the words: “Funded in part by your Activities Fee”.

11. Those who want their poster to appear on the bulletin board location near the
University Center Information Desk shall submit two posters per event to the
Information Desk. This board is maintained by University Center Administration
55 and only posters submitted to the Desk will be displayed; all others will be
removed. All other bulletin boards in the University Center are subject to the
regulations set forth by the University Center administration.

A weekly purge of the bulletin board locations will remove all posters which violate this
60 policy, any posters whose dates have passed, any active posters with no effective event
date, and any posters that advertise events more than one month in advance.

Failure to comply with these guidelines will result in a minimum \$10.00 fine for each
poster or banner improperly posted. In addition, if banners are not removed, organizations
65 will be charged with removal costs. At the discretion of the Campus Affairs committee or
Student Activities, fines may be waived or adjusted. If fines are not paid within 30 days,
the student organization’s account shall be frozen. Groups who fail to pay fines risk
penalties including, but not limited to, loss of posting privileges loss of funding, and loss
of recognition. Any fines collected will be used to offset the costs of this program. Any
70 exceptions to these guidelines must be made by the Campus Affairs or the Student
Activities committee prior to the hanging of the banners or posters in question.

Should you have any questions about this policy, please contact the Campus Affairs
Committee at campus-affairs@andrew.cmu.edu or call 268-2115 or contact the Office of
75 Student Activities at 268-8705.