

Driscoll Student Center Posting Policies

Posting flyers, posters or directional signage in the building.

All postings must be approved for posting at the information desk. At this time a posting log will be filled out acknowledging the understanding of the policies listed below. This log will include the date, name, phone number of contact, organization or department the posting is for, and purpose of flier. Only 25 fliers are permitted to be approved for posting.

Policies

There are three bulletin boards in the DSC building. One in the commons just inside the doors, one outside of the commons to the left of the doors and one at the top of the stairs outside of Student Life. Materials are not approved to be placed anywhere else in the building.

DO NOT:

1. Allow taping of any material on any surface in the building.
2. The use of any sticky material to post materials to any surface in the building.
3. No posting on doors, windows, railings, tables, chairs, walls, lights and other easels in the building.

Materials found posted in inappropriate places will be **fined \$25.00** for the first offense. If a 2nd offense should occur there will be a **fine of \$50**. This will be charged when possible to departments or student organizations. External clients will be informed of their violation and asked that next time they adhere to the policies of the building. If found not to follow these policies they will be sent a written notice that they are no longer permitted to post on the University of Denver campus.

Materials advertising alcohol, drugs, pornographic material, or typing and other assistance doing students work for a fee are NOT PERMITTED. Information Desk employees should be keeping a copy of this material if found or presented for the DSC Ops Manager to contact this vendor about inappropriate materials on campus.

*Approval for other buildings on campus can be initiated at the information desk by stamping the materials. However each person needs to check with each building for individual policies in each building.

Directional signage for events taking place in and out of the DSC building.

All directional signage must also be in compliance with regular posting policies. We have a limited supply of easels for use in the building and they are on a first come first serve basis. Inquiries on easels can be made with the Driscoll Student Center Operations Manager. Departments or Student Organizations are permitted to bring their own easel and place it in various places, out of traffic, in the building to advertise events taking place. These easels should not remain in the building more than a day past the event date. We would also ask that they not be placed in the building more than a week before the event. This is due to the number of people wanting to place this kind of material in the building. All signs posted on easels must be no larger than 36" X 24".