As we open a new year and new buildings, it is time to review the campus posting policy. Please distribute to those in your departments who regularly post flyers and materials. Materials posted in unapproved areas will be removed.

Please observe the following guidelines when printing posted materials:

- All postings should reflect only activities of recognized student organizations, student organizations seeking recognition (fixed time limit), or academic/administrative departments.
- The distribution of all posting materials must be approved by SDCA (with a stamp). University departments do NOT require an approved stamp provided they have the University logo and University department sponsor information on their materials.

Please observe the following guidelines when posting your approved materials.

- Postings are limited to designated posting areas, bulletin boards, and tack strips.
- No postings should be taped, glued, or otherwise posted on a painted, glass, wooden, or finished surface. This especially includes exits (glass doors) as it poses a fire safety hazard by reducing visibility. Signs pertinent to each building operation are exempt (i.e., hours of operation).
- You must seek permission from the Office of Residential Life to post your approved materials in the residence halls. (Student Organizations can leave their approved materials with SDCA, who will forward to the Office of Residential Life). Flyers may never be slipped under resident doors.
- Postings, chalk, etc need to be removed within 3 days after the completion of your event.

Bulletin boards
There are areas throughout campus that may benefit from the addition of bulletin boards. If this is the case, please send that feedback to jochuonyo@pace.edu.

Posting in Kessel
The opening of Kessel in January 2015 required extensive repairs throughout the pre-existing areas. This includes all the wooden surfaces. Posting materials on these wooden surfaces is NOT APPROVED. This was not previously enforced to the extent of the posting policy and will be enforced henceforward to preserve the improvements of Kessel.

Regards,

Rachel Carpenter
Interim Dean for Students
Director, Student Development & Campus Activities
Pace University - Pleasantville, NY
Sent from my iPhone