

# CARLETON COLLEGE

## Sayles-Hill Campus Center Posting Policy

Campus Activities ~ Sayles-Hill 150 ~ (507) 646-4462

The posting policy is an effort to create a more effective environment for the advertising of events or activities and disseminating other information to members of the Carleton College community.

### Available Posting Areas

For **Campus-Related Events** (limit of 4 items per event/group), bulletin boards are located:

- by the Snack Bar entrance or across from the Snack Bar (one or the other)
- on the wall going up the stairs at the front of Sayles-Hill
- on the round kiosks by the student mailboxes
- on the wall outside of Sayles-Hill 160

(The board by the Post Office Door is for performing arts only.)

For **Off-Campus Groups/Events**: (limit of 2 items) use the two round kiosks by the student mailboxes.

### Regulations

- Items to be posted must be approved and stamped in Campus Activities prior to posting.
- Any posters, signs, or other materials not having an approval stamp will be removed.
- Authorized items are removed after the event has occurred or after 10 days, whichever comes first.
- Materials found on other surfaces, e.g. doors, walls, windows, and posts, are in violation of safety codes and will be removed.
- Due to space limitations, we ask that any materials for posting be no larger than 11"x17". For special circumstances in which there may be a need for larger items, please discuss possible alternative arrangements with the Director or Administrative Assistant in Campus Activities.

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**Doors, walls, windows, posts, benches, outside walls  
and pillars of buildings in any location are not posting areas.**

**Please do not chalk on any vertical surfaces, such as pillars or building exteriors.  
Such surfaces do not get "washed" by rain and must physically be cleaned.**

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### **Other Areas on Campus**

Items posted in other areas on campus generally do not need authorization. Please check with a staff member in any building in which you would like to put something to find out if there are any specific regulations. Posting materials should always be confined to proper posting areas, e.g. bulletin boards.