

Guide to Posting in the Residence Hall / Apartments

A specific bulletin board marked "General Campus Posting Only" is provided in each residence hall and apartment complex for the posting of campus events and other types of information. Additionally, bulletin boards are available in each building in the Emerald Hills complex. Individuals and/or groups wishing to post information must obtain the permission of the office of Housing/Residence Life. All information posted must be in compliance with the rules and regulations as outlined by the office of University Facilities as stated in the section "Advising and Publicizing on Campus."

Information, signs or other decorations may not be displayed in windows or on the interior/exterior of the residence halls/apartments. Banners may be allowed with special permission. No type of door decorations, stickers, signs or other adhesive material may be placed on the exterior/interior of any residence hall/apartment complex.

Information which does not have the approval of the office of Housing/Residence Life and/or which is improperly posted, will be removed by the residence hall staff immediately. Possible disciplinary charges may be filed by the office of Housing/Residence Life against the individual and/or organization.

University Center Lobby Table Policy

1. All users must complete an online request at <http://apbrems.apsu.edu/> and receive confirmation of approval from the office of University Facilities before using a lobby table in the University Center.
2. Tables in the lobby area may only be reserved by recognized student organizations and University departments. (See policy 3:001, VI, 4 regarding rental of tables to outside groups.)
3. The main floor lobby is the only place where tables may be set up. There is a limit of four tables in this lobby per day.
4. Each requesting organization or department may reserve only one table per day.
5. No banners or signs may be attached to the walls around the lobby tables. If signs are displayed, they may be taped to the front of the tables.
6. Groups are prohibited from active solicitation at lobby tables. If someone wishes information, they have the opportunity to approach a table. Table users will not call individuals passing through the lobby to come to a table or stand in the middle of the lobby and solicit.
7. Any organization involved in the sales of items or the solicitation of monetary donations must disclose this information on the online reservation form. Organizations that do not comply may be removed from their table.
8. When an outside group is sponsored at a lobby table, a member of the sponsoring organization must be present at the table at all times.
9. All groups are responsible for providing their own audiovisual equipment. Student organizations should coordinate these requests with their organization adviser. Excess volume from audiovisual equipment is prohibited at lobby tables.
10. All solicitations in the lobby of the University Center will take place between the hours of 9 a.m. – 3 p.m., Monday – Friday.

FAILURE TO COMPLY WITH GUIDELINES LISTED ABOVE MAY SUBJECT A STUDENT ORGANIZATION TO DISCIPLINARY ACTION.