



STUDENT LIFE OFFICE
Student Union 320

718 997-3970 (TEL)
718 997-3972(FAX)

All student clubs and organizations must follow the regulations for postings of any/all advertisements, publicity, flyers, etc. per the guidelines stated below. Please note “on Campus” includes parking areas and cars therefore there should be no postings of palm cards and/or other advertisements on cars and under windshield blades. The College Association Board of Directors will review and sanction all posting violations. Penalties can include the loss of the budgetary line for printing and promotion.

Please note the following guidelines pertaining to postings on Campus:

**POSTINGS ONLY TO DESIGNATED INDOOR BULLETIN BOARDS
AND/OR OUTDOOR KIOSKS**

No postings to departmental boards

No postings to buildings, columns, walls, windows, doors, bathrooms, lampposts, etc.

No postings to/on cars and/or other vehicles.

Post no more than two (2) weeks before any event, and remove it within one (1) week after the event

Maximum TWO (2) postings per event per designated board or kiosk

Postings may NOT be placed over any other posting

Maximum size of any posting 11” X 17”

In the event of a size 23” X 31” poster, if a board or kiosk has the space, you may post it. However, precedence is to the smaller size posters/flyers.

Multi-language postings MUST include English; postings must include sponsor(s) name

Affix postings using only **Push Pins or Thumb Tacks**

Do NOT use: tape of any type, adhesives of any type, staples, etc.

Student organization and campus postings take precedence over “free advertising” by non-student organization/non-campus related postings.

In addition to authorized staff, only the authorized members who posted the flyer are authorized to remove it. In the event that space is needed, you may remove it, IF you dispose of posting(s) that have expired at least one (1) calendar week.

If the above is not followed, “offending” postings will be removed and the College will not be responsible for them.