

Posting of Notices, Distribution of Materials, and Solicitations in University Commons

Requests to post notices on bulletin boards must be submitted to the Office of Campus Activities and Student Leadership, J. Victor Machuga Student Center, no later than 24 hours before posting and must be approved before actual posting. Posters and other notices are limited to bulletin boards and may not be placed on doors, walls, windows, stairs, floors, or on building exteriors, trees, lamp posts, etc. All notices must be removed by the originator.

Requests to distribute information or to solicit money, pledges, services, or other goods must be submitted to the Campus Activities Office, J. Victor Machuga Student Center, no later than five (5) business days for distributions and ten (10) business days for solicitations before the distribution or event and must adhere to certain requirements. Advertisements for external businesses and organizations are restricted to specific locations and stamped for a maximum two week posting time. Please see Campus Activities and Student Leadership, J. Victor Machuga Student Center, for locations.

Note: Please contact the Office of Campus Activities and Student Leadership for any updates.