

Approved Posting Location Descriptions

All locations are indicated with 'Approved Posting Area' signs

1. Life Science bulletin board on wall near the Chemistry entrance, right side only.
2. 2nd Floor stair landing in Kirby Student Center on Heller Hall side.
3. Vinyl covered pillar outside the MultiCultural Center on Heller Hall side.
4. Vinyl covered pillar on 2nd floor of Kirby Student Center on Plaza side.
5. 2nd and 3rd Floor stair landing in Kirby Student Center on Plaza side.
6. Marble stairwell near Kirby Plaza Bus Hub.
7. Bulletin board across from Coffee Shop
8. Brick walls of Cina stair landings. **Select 1 of 3 landings.**
9. Tiled wall of Bohannon near Kirby Plaza entrance.
10. Concourse bulletin board on wall near the Library/LSBE entrances.
11. Bulletin boards in Library Concourse. **Select 1 of 3 bulletin boards.**
12. Concourse brick wall near the EduE entrance. **Select 1 of 2 bulletin boards.**
13. Tiled walls of MonH 1st floor stair landing
14. Tiled walls of Bohannon stair landings. **Select 1 of 2 landings.**
15. Brick walls of Cina stair landings. **Select 1 of 3 landings.**
16. Brick wall on ground floor of Cina near Campus Center entrance.
17. Bulletin board on Concourse wall near the DadB entrance.
18. Tiled wall in the Concourse study area near the Chemistry entrance.
19. Stairway landing leading to DAdB across from Health and Wellness.
20. *Kirby Information Desk copy. Leave poster with Desk Attendant.*

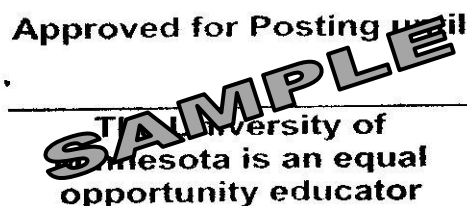
UMD Posting Policies

Revised Summer 2011

The following policies affect all postings on campus.

Approval:

1. All posters must be individually approved (by stamp and initial) for posting at the Kirby Information Desk. Posters with copies of the stamp are not allowed and will be removed by UMD employees.
2. **All posters promoting on and off campus events must be sponsored by a registered student organization or university department. This must be clearly visible.**
3. All posters should include:
 - a. Time of the event
 - b. Place of the event
 - c. Cost to attend the event
 - d. Who can attend the event
4. Posters may not advertise an alcoholic event, nor should they advertise alcohol that would be present. Posters may not have any alcohol/bar sponsors or images.
5. Posters must not exceed a size of 11"x17".
6. **A mailing label or an "empty space" (2 3/4" wide x 1" tall) must be present so that the "approval" stamp can be seen on the poster. The Kirby Information Desk will not supply these labels. See example below**



7. There is a limit of twenty (20) total posters that can be approved, regardless of design. One poster is for the Information Desk; the remaining nineteen (19) may be posted at the posting sites.
8. The Director of Student Activities must grant approval for any poster that does not meet these criteria.
9. If posters are not approved, there are three general public posting sites. These can be found:
 - a. Outside of the Residence Hall Dining Center located on the third floor of Kirby Student Center.
 - b. First floor of Cina. (Next to Cina 118.)
 - c. In between Montague 70 and Montague 80 lecture halls.

Posting:

10. There are twenty (20) official posting locations on campus (including the Kirby Information Desk). At a number of these locations, there is more than one area given for you to hang your poster. **You may hang only one (1) poster at each posting location.** For instance, each landing of a stairwell may be designated as a posting area. Only post on one landing. You may not post more than the approved twenty (20) posters.
11. Posters **must not** be put on department bulletin boards, or on other approved University organization signs, they will be taken down in result of this.
12. Designated posting areas on campus are clearly indicated with signs. If you have any questions, or are not quite sure of the locations, please stop by the Kirby Information Desk for clarification.
13. To place posters in the Residence Halls, stop at the Residence Hall Information Desk in Lake Superior Hall for approval.
14. Only masking tape or push pins should be used to hang up posters. **Groups are responsible for providing their own masking tape. Kirby Information Desk will not supply these. DO NOT use other tapes, staples, or special poster mounts.**
15. UMD employees will monitor posting areas on a weekly basis. **ALL POSTERS WILL BE REMOVED AT THE CONCLUSION OF EACH SEMESTER. POSTERS CAN ONLY BE APPROVED FOR ONE SEMESTER AT A TIME, UNLESS A SPECIFIC DATE IS LISTED.**

Banners:

16. Banner spaces are also available through the Kirby Student Center. If interested, please contact us for info.

**Any poster not approved, lacking information or not following the posting policies will be removed.
FAILURE TO COMPLY with any of the posting policies
WILL RESULT IN THE LOSS OF FUTURE POSTING PRIVILEGES**