

BULLETIN BOARDS & POSTING NOTICES

Contact Information: College Events Center (CEC), Room 105, 200 McAllister; (415) 565-4602;
cec@uchastings.edu

Students, student organizations, and administrative offices may post notices on designated boards.

1. In Student Information Center
2. 200 McAllister First Floor hallway
3. 198 McAllister, 2nd floor, between classrooms F and G
4. 198 McAllister 2nd Floor near room 201
5. 100 McAllister, Tower Lobby

Only one notice per board is allowed. Notices must be placed inside the perimeter of the board. Poster size is limited to 20" x 30".

- The bulletin boards in the basement of 198 McAllister are for student organizations. ASUCH has a board near its office on the first floor of 200 McAllister.

- An individual student may post flyers on designated bulletin boards if his/her name and class year are legibly written on the paper

- Commercial advertising by outside vendors must be stamped for approval and may be posted only on the designated board • Posting of non-administrative materials is prohibited in all college locations with the exception of the designated bulletin boards described above. The following list provides examples of **locations where posting is prohibited**, but it is not exhaustive:

- a. Any glass surface, entry door, window, or other glass areas (except for class change notices on Classroom doors),

- b. Any marble surface regardless of location,

- c. Any metal surface areas,

- d. Any painted wall or surface area regardless of the type of tape used,

- e. Any stairwell, or stairwell entry doors,

- f. All elevator walls and doors,

- g. Any building entry door, regardless of type,

- h. Any fire exit door or inner exit door leading to fire exit.

Any materials which are found to be posted in the prohibited locations described above will be immediately removed without notifying the posting organization or individual.