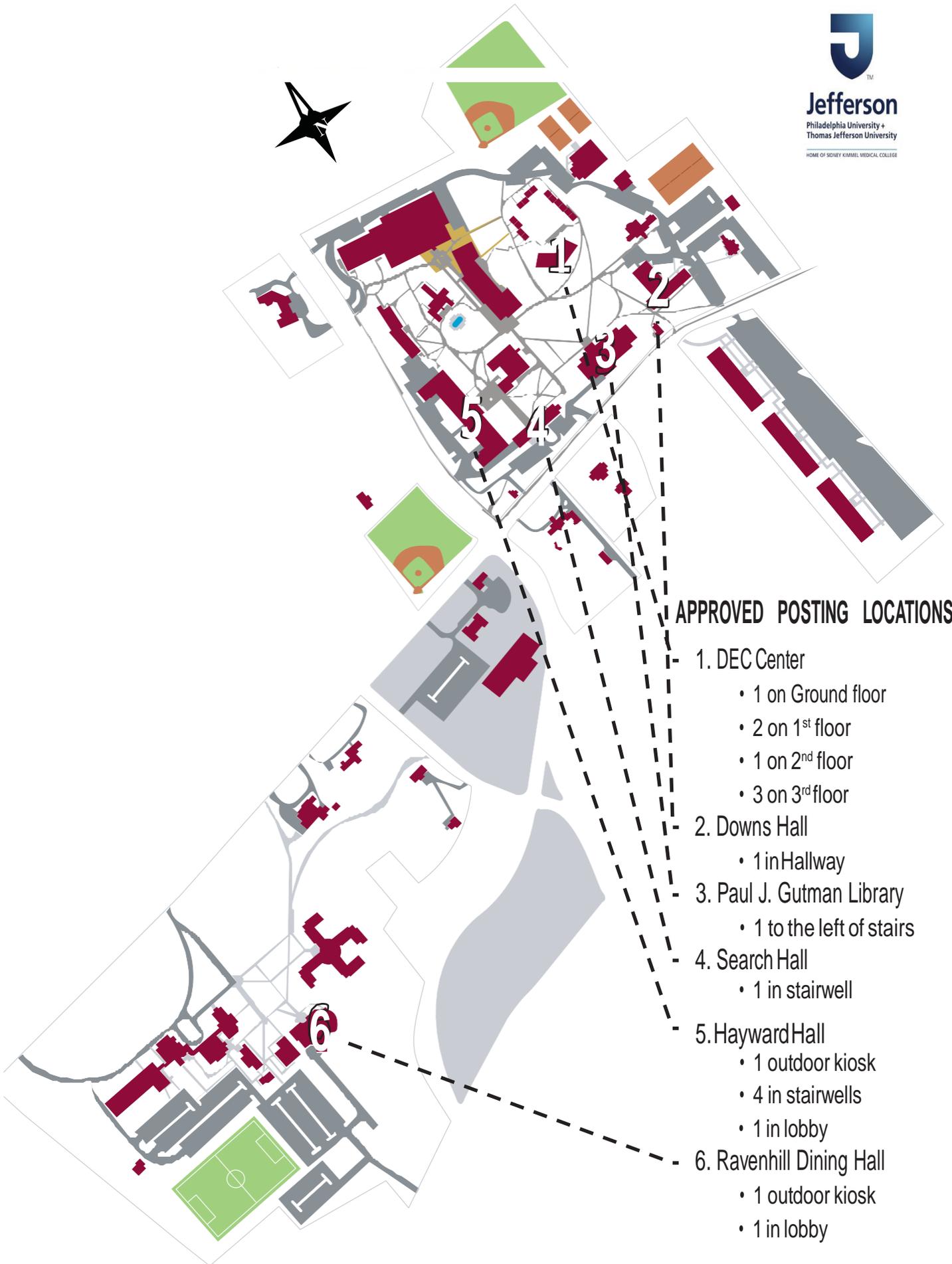


Jefferson East Falls Campus Posting Policy

- Postings must be approved and stamped by the Office of Student Engagement. This includes clubs and organizations from the Jefferson community, any student wishing to post something on campus, any individual or organization outside the University community wishing to post something on campus.
- Postings sponsored by offices or departments within Jefferson do not need an approval stamp.
- Postings and advertisements will not be approved if they advertise or promote alcohol, illegal substances, use vulgar language or show graphic sexual and/or violent content.
- Postings regarding the rental of houses and/or apartments will not be permitted. All rental info must be directed to Commuter Life and Off-Campus Housing.
- Individuals and/or organizations outside the university community will not be permitted to distribute information through Jefferson's mailroom unless approved by the Associate Dean.
- The placement of anything on cars on Jefferson property is prohibited.
- The use of chalk on buildings is prohibited.
- The use of chalk on sidewalks must be approved by Physical Plant.
- Postings should only be placed on specified bulletin boards. General postings should only be placed on boards specified for general use. Approved general posting areas include:
 - *Down's Hall hallway*
 - *Kanbar Bulletin Boards*
 - *Hayward Hall Lobby and stairwells.*
 - *Guttman Library main lobby*
 - *Outdoor kiosks at Hayward Hall and Ravenhill Dining Hall.*
 - *Ravenhill Mansion / Mott thruway.*
 - *Search Hall Stairwell*
- All postings within the Residence Halls at Jefferson must be approved by the Residence Life office.
- Any boards assigned to clubs, organizations or departments within Jefferson, should be maintained by those groups. The OSE will not be responsible for the maintenance of those boards.
- Postings are not to be placed on windows, doors, sidewalks or painted surfaces. An exception will be made for postings that are hung the day of a program and/or one-day prior. Those postings must be removed after the program is complete. This exception is only made with posted material on or in the building that the program is happening.
- Postings will be stamped for no more than 2 weeks at a time or for one day following the date of the program.
- Clubs and Organizations are required to remove their postings after they have expired.
- Violations of this policy can lead to the suspension of posting privileges. Clubs and organizations in consistent violation of this policy may have their posting privileges suspended as well as jeopardize their registered status with the OSE.



Jefferson
Philadelphia University +
Thomas Jefferson University
HOME OF SIDNEY KIMMEL MEDICAL COLLEGE



APPROVED POSTING LOCATIONS

1. DEC Center

- 1 on Ground floor
- 2 on 1st floor
- 1 on 2nd floor
- 3 on 3rd floor

2. Downs Hall

- 1 in Hallway

3. Paul J. Gutman Library

- 1 to the left of stairs

4. Search Hall

- 1 in stairwell

5. Hayward Hall

- 1 outdoor kiosk
- 4 in stairwells
- 1 in lobby

6. Ravenhill Dining Hall

- 1 outdoor kiosk
- 1 in lobby