



GW HOUSING POSTER/FLYER DISTRIBUTION POLICY

PURPOSE OF THE POLICY

To assure that:

- Only registered GW student organizations or GW departments post anything in the residence halls.
- Postings do not promote the use of alcohol, and are in compliance with university solicitation regulations.
- Postings are not derogatory to any group.
- Postings meet the criteria set forth by GW Housing.

WHO CAN POST

- Posters/flyers may only be posted by members of registered GW student organizations and departments.

POSTER/FLYER APPROVAL PROCESS

- Posters/flyers must be approved by GW Housing prior to distribution in the residence halls. GW Housing will keep one copy of each approved item on file.

POSTING AREAS

- Posters/flyers may only be posted on **lobby bulletin boards** of pre-approved residence halls. Bulletin boards in the non-lobby areas of residential houses are for the use of the Center for Student Engagement staff ONLY.
- Students/groups may NOT remove any items from lobby bulletin boards UNLESS the flyer/poster is outdated. Space is on a first-come, first-serve basis. It is expected that anyone posting items is respectful of this request.
- Students/group may NOT post items in or on the elevators in the residence halls.
- Students/groups planning on posting on the Mount Vernon campus must coordinate with the Event Services Office at Mount Vernon. More information on posting on the Mount Vernon campus can be found at <http://mvc.events-venues.gwu.edu/advertising-mount-vernon>

POSTER/FLYER REMOVAL

- Expired posters and flyers will be removed by Center for Student Engagement staff members every Friday by noon.
- Posters with no expiration date will remain posted for approximately two weeks.

HALL ACCESS

- One approved group/department member may sign out a GWorld courtesy card between the hours of 9am – 4pm, Monday through Friday from GW Housing staff in Amsterdam Hall.
- The student must return the access card by 4:30pm to Amsterdam Hall on the date issuance or will be fined \$100 to their student account by GW Housing.

ONE POSTER may be placed in EACH of the following residence halls:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> 1959 E Street | <input type="checkbox"/> JBKO Hall | <input type="checkbox"/> Potomac House | <input type="checkbox"/> Somers Hall* |
| <input type="checkbox"/> 2109 F Street | <input type="checkbox"/> Lafayette Hall | <input type="checkbox"/> South Hall | <input type="checkbox"/> Merriweather Hall* |
| <input type="checkbox"/> District House | <input type="checkbox"/> Madison Hall | <input type="checkbox"/> The Dakota | <input type="checkbox"/> West Hall* |
| <input type="checkbox"/> Fulbright Hall | <input type="checkbox"/> Mark Shenkman Hall | <input type="checkbox"/> Thurston Hall | *Halls on Mount Vernon |
| <input type="checkbox"/> FSK Hall | <input type="checkbox"/> Mitchell Hall | <input type="checkbox"/> Clark Hall* | Campus |
| <input type="checkbox"/> Guthridge Hall | <input type="checkbox"/> Munson Hall | <input type="checkbox"/> Cole Hall* | |
| <input type="checkbox"/> International House | <input type="checkbox"/> Philip Amsterdam Hall | <input type="checkbox"/> Hensley Hall* | |



Housing

POSTER/FLYER GUIDELINES

1. Posters/flyers must have clear evidence of a student group/organization sponsorship.
2. Official George Washington University logo must be clearly displayed on the posters/flyers.
3. Posters/flyers must be deemed appropriate under university policy and regulations.
4. Posters/flyers should **not** be found in bad taste/blatantly offensive to any group on campus.
5. Posters/flyers should **not** display any form of harassment.
6. Posters/flyers **cannot** promote alcohol consumption and should be in compliance with university solicitation regulations.
7. Posters/flyers may **NOT** be printed on orange paper as this color is reserved exclusively for emergency/UPD notices
8. Posters/flyers advertising non-university sales or job listings will **not** be approved regardless of student organization sponsorship.
9. Posters/flyers may **NOT** be palm card size.
10. Students/groups must submit a copy of the posters/flyers to GW Housing.

Failure to comply with these policies will result in revocation of your group's poster privileges for the remainder of the semester.