GW HOUSING
POSTER/FLYER DISTRIBUTION POLICY
ACADEMIC YEAR (2015-2016)

PURPOSE OF THE POLICY
To assure that:
• Only registered GW student organizations or recognized GW departments may post in the residence halls.
• Postings cannot promote the use of alcohol, and must be 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 student organizations and departments at The George Washington University.

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 posted.

POSTING AREAS
• Posters/flyers may only be posted on lobby bulletin boards of pre-approved residence halls.
• Students/groups may NOT remove any items from lobby bulletin boards UNLESS the flyer/poster is outdated.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 student groups are respectful of this request.
• Bulletin boards in the non-lobby areas of residential houses are for the use of the Center for Student Engagement staff ONLY
• 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 houses:

□ 1959 E Street □ Lafayette Hall □ The Dakota  *Halls on Mount Vernon Campus
□ 2109 F Street □ Madison Hall □ Thurston Hall
□ Building JJ □ Mark Shenkman Hall □ Clark Hall*
□ City Hall □ Mitchell Hall □ Cole Hall*
□ Fulbright Hall □ Munson Hall □ Hensley Hall*
□ FSK Hall □ Philip Amsterdam Hall □ Somers Hall*
□ Guthridge Hall □ Potomac House □ Merriweather Hall*
□ International House □ South Hall □ West Hall*
□ JBKO Hall □ Strong Hall
POSTER/FLYER GUIDELINES

1. Posters/flyers must have clear evidence of a student group/organization sponsorship.

2. “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.