

## HOUSING AND RESIDENTIAL LIFE

# Poster Placement in Residence Halls

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**Posting hours are Mon-Fri 8:30AM-4:00PM.**

**Posters must be approved in our office a minimum of SEVEN days prior to the event.**

Posters may be 6 x 9 inches, but ***no larger*** than **8 ½ x 11** inches.

*Most of the posting will be done by our staff.*

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### **Policy:**

Posters **must** be approved by Housing & Residential Life (HRL) staff and stamped (by individual bringing poster) before they will be posted in Residence Halls and Community Centers. Failure to obtain proper approval before posting will result in the removal of posters and possibly: charges for cost of removal, referral/letter from the Dean of Students office, or trespassing violations, as appropriate.

Please come to 1501 Dickson Hall (**Monday-Friday, 8:30am-4:00pm**) to get posters approved by an HRL staff member. You will be responsible for doing the stamping of all posters with the approval stamp provided.

### **For Approval:**

- Only posters from Cornell University registered organizations/departments, or non-Cornell non-profits will be approved.
- Posters must be in our office for approval at least SEVEN days prior to the event.
- All posters must clearly contain the name of the sponsoring organization.
- All posters must have contact information such as: website, e-mail, phone number, or QR code.
- No posters will be approved if they are of a nature that can be considered obscene, discriminatory, libelous, promoting illegal activity, or conveying a message in conflict with the mission of Cornell University (as deemed by HRL staff).

## Poster Placement and Numbers by Location

For the following locations, approved posters are to be **given to the Housing & Residential Life (HRL) Office** for the RHDs to pick up. The number of posters per building is as follows:

### **North Campus (97 total):**

Akwe:kon	1
Balch Hall	4
Barbara McClintock Hall	6
Court-Kay-Bauer Hall	3
Clara Dickson Hall/McLLU	12
Mary Donlon Hall	6
Ecology House	2
Ganędagę: Hall	7
High Rise #5/George Jameson Hall	12
HILC	5
Hu Shih Hall	5
JAM	1
Latino Living Center (LLC)	2
Low Rises #6 and #7	4
Mews Hall/Loving House	2
Ruth Bader Ginsburg Hall	8
Risley Residential College	3
Toni Morrison Hall	8
Townhouse Apartments	3
Ujamaa Residential College	3

### **South Campus (20 total):**

South Campus

(Sheldon Court, Cascadilla Hall, McGraw, Equity and Engagement Community (EEC), Veterans House, 112 Edgemoor, Schuyler House)

For the following locations, **you must deliver approved posters to the offices** listed below. The number of posters is as follows:

### **West Campus (5 total):**

Cook House: <i>Cook House Office</i>	1
Becker House: <i>Becker House Office</i>	1
Bethe House: <i>Bethe House Office</i>	1
Keeton House: <i>Keeton House Office</i>	1
Rose House: <i>Rose House Office</i>	1

For the following service center locations, ***you must deliver*** approved posters.

**Graduate Communities (1 total):**

Hasbrouck Service Center                    1

**Community Centers (3 total):**

RPCC Community Center:                    2

You may hang two stamped posters (one at each of the entrance way boards).

Appel Community Center:                    1

You may hang one stamped poster (to the right of the former service center).

**Dining Units:**

Posting is **not allowed** on the doors or within any of the dining facilities.