

## 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 or phone number.
- 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 (121 total):**

Akwe:kon	1
Balch	12
Barbara McClintock	6
Court-Kay-Bauer	3
Dickson/McLLU	12
Donlon	6
Ecology House	2
Ganędagę:	7
High Rise #5/Jameson	12
HILC	1
Hu Shih	5
JAM	1
LLC	2
Low Rises	4
Mews/Loving House	2
RBG	8
Risley	3
Toni Morrison	8
Townhouses	3
Ujamaa	3
South Campus	20

(Sheldon Court, Cascadilla, McGraw, EEC, Veterans, Edgemoor, Schuyler)

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

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

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

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

### **Graduate Communities (1 total):**

Hasbrouck Service Center	1
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**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:**

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