

Facilities Use Policies for Student Organizations

Posting of Notices and Announcements

Updated: September 2014

The purpose of this policy is to: (1) assist the campus community in communicating news consistently via notices and announcements, (2) prevent damage to walls and surfaces of the facilities, and (3) maintain an aesthetically pleasing environment for faculty, staff, students and guests.

This Policy applies to all interior and exterior walls and surfaces at California Western School of Law in all campus buildings.

1. Approved notices

i. **Using Tape**

Notices may only be affixed to vertical surfaces using low-to-medium-adhesion rated painter's grade masking tape (commonly referred to as "blue tape", or "painter's tape"). These tapes are typically blue or green colored.

Other tapes such as adhesive tape (commonly referred to as "Scotch tape"), packing tape, or masking tape are not permitted.

ii. **Easels and Lobby Notices**

Notices to be posted in the 350 Cedar Street 1st and 2nd floor lobbies may be posted on easels, only. Easels are available in the Facilities Management office on the Mezzanine, and are on a first-come, first-served basis with limited availability.

Posted notices on easels for the 1st floor must be pre-approved by the Student Services department; notices on the 2nd floor do not need a pre-approval.

iii. **Bulletin and Notice Boards**

Bulletin/notice boards are assigned as noted in the below chart.

Building/Location	Purpose	Restriction: Notices can only be posted by...
350 Cedar Street		
Lower level Student Lounge, north wall	Any notice permitted	Students
Lower level Student Org. suite, east wall	Any notice permitted	Students
Lower level hallway at Student Org. door	Any notice permitted	Students
2 nd floor by patio, south wall	All student organization notices	Students
2 nd floor by elevator, east wall (2)	Student/Diversity Services notices	Student/Diversity Services personnel
2 nd floor, east hallway	Moot Court Honors Board notices	Moot Court Honors Board

iv. **Brochures, Handouts**

Brochures and handouts for mission-related information from departments and clinics may be distributed only via controlled procedures such as dedicated displays, inserts into student presentation folders, or handouts in class.

2. **Communication Method.**

i. **Announcements**

Posters announcing campus events should indicate:

- the name of the sponsoring organization or group,
- the nature of the event,
- the date and time,
- the location,
- the cost (if any), and
- a contact number for more information.

3. **Unapproved Notices**

i. **Posting**

Notices, banners, signs or announcements may not be posted by any means on any vertical or horizontal surface including walls, wood surfaces, classroom chalk and wipe boards, lockers, windows, doors, restroom stalls, tables, chairs, hanging from ceilings, or any area other than designated notice boards as listed in the below chart, unless pre-approved by Student & Diversity Services.

No notices, banners, signs or announcements are permitted to be hung by any type of line, string, or cable, without the advanced approval of the Facilities Management department.

ii. **Mention of Alcohol**

At no time shall announcements, notices, or signs reference the service of alcohol (ex. “wine and cheese party”). For details, please see the campus *Room Booking Policy, Use Policies*.

iii. **Flyers**

Mass-produced flyers are prohibited from distribution in classrooms and campus common areas.

iv. **Chalking**

No chalking is permitted on walkways, walls, or anywhere on CWSL property or facilities.