

Posting Policies for the Shapiro Campus Center & Usdan Student Center

* All Posters/Fliers must be approved/stamped by the Department of Student Activities or the Campus Center Team (located at the Information Centers).

* Each poster/ banner must include the event name, date of the event, instructions to be recycled (a recycle symbol in the corner will do) and the name of the sponsoring organization(s) (limited to 6 fliers (up to 16" x 24") per event, 1 Poster, up to 4' by 6')

* Fliers/Posters are permitted only on bulletin boards. They may not be posted on doors, painted walls, windows, glass of any kind, stairway railings, floors, or ceilings due to safety concerns (in Usdan, posters may be placed on red brick walls)

* In Shapiro, balcony space can be utilized on the second and third floor balconies. Posters can be up for up to two weeks leading up to the event. All banners must be hung on the railings of the stair well or bridges in the atrium using the "Grips" or ribbon/string and must be parallel with the floor below.

* Approval is limited to two weeks or until the day after the event, whichever is sooner. Poster can be re-stamped once.

* All posters and fliers become the property of the Department of Student Activities once their approval has been expired unless the party that posted them removes them.

* Campus Wide posting restrictions include:

- no sidewalks, no posting on Brandeis Signage, no chalking where it can not be washed away by natural forces
- no posting on over-hangs, sides of buildings or inside buildings