Usdan Bulletin Board Posting Policy

The Department of Student Activities assists Brandeis University student clubs with promoting their club, events and other programs on the Lower Usdan bulletin boards. If you would like to promote your club or organization on the Lower Usdan bulletin boards, you must abide by the following guidelines, and submit your request using this google form.

1. Clubs may use a bulletin board to advertise or promote their organization or upcoming events.
2. Posting must clearly show the name of the club/organization being promoted.
3. Posted materials promoting an event must have date, time and location clearly posted.
4. Posted materials must be appropriate and should be consistent with the mission and values of the university.
5. Clubs are responsible for removing all posted materials by Sunday at 2pm at the end of the two week reservation. If materials are not removed, they will be removed and discarded by the Student Activities office.
   a. Clubs are also responsible for regulating the bulletin board during the reservation block including removing any posters or flyers not related to their club.
6. Any posted material with reference of alcohol at an event must be consistent with the Tobacco, Alcohol and Other Drug policy found in Rights & Responsibilities (pg. 21). Explicitly this means:
   a. Must contain language that states alcohol service will be provided only to individuals who are 21 or older and must have valid ID.
   b. Alcohol must not be the major focus of the program and postings should not imply this.
7. If a club fails to meet any of these requirements, the Department of Student Activities reserves the right to remove any promoted materials.