



GW HOUSING PROGRAMS POSTER/FLYER DISTRIBUTION POLICY ACADEMIC YEAR (2009-2010)

PURPOSE OF THE POLICY

To assure that:

- Only recognized GW groups/departments may post in the houses.
- Postings do not promote the use of alcohol, and must be in compliance with university solicitation regulations.
- Postings are not derogatory to any group.
- Postings meet the criteria set forth by GW Housing Programs.

WHO CAN POST

- Posters/flyers may only be posted by members of registered student organizations and departments at The George Washington University.

POSTER/FLYER APPROVAL PROCESS

- Posters/flyers must be approved by GW Housing Programs prior to distribution in the Houses. GW Housing Programs will keep one copy of each approved item posted.

POSTING AREAS

- Posters/flyers may only be posted on lobby bulletin boards of pre-approved houses.
- Students/groups may NOT remove any items from lobby bulletin boards UNLESS the flyer/poster is outdated. Space is on a first-come, first serve basis. It is expected that student groups are respectful of this request.
- Bulletin boards in the non-lobby areas of residential houses are for the use of the house staff ONLY.

POSTER/FLYER REMOVAL

- Expired posters and flyers will be removed by house staff members every Friday by noon. Posters with no expiration date will remain posted for approximately two weeks.

HALL ACCESS

- One approved group/department member may sign out a GWorld courtesy card between the hours of 9am – 4pm, Monday through Friday from GW Housing Programs Staff on the first floor of the John Quincy Adams House. The student must return the access card by 4pm to the John Quincy Adams House on the date issuance or will be fined \$100 to their student account by GW Housing Programs.

ONE POSTER may be placed in EACH of the following houses:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> City Hall | <input type="checkbox"/> 2135 F Street | <input type="checkbox"/> Mitchell Hall | <input type="checkbox"/> Clark Hall |
| <input type="checkbox"/> Crawford Hall | <input type="checkbox"/> Guthridge Hall | <input type="checkbox"/> Munson Hall | <input type="checkbox"/> Cole Hall |
| <input type="checkbox"/> The Dakota | <input type="checkbox"/> International House | <input type="checkbox"/> Amsterdam Hall | <input type="checkbox"/> Hensley Hall |
| <input type="checkbox"/> 1959 E Street | <input type="checkbox"/> Ivory Tower | <input type="checkbox"/> Potomac House | <input type="checkbox"/> Merriweather Hall |
| <input type="checkbox"/> Fulbright Hall | <input type="checkbox"/> JBKO Hall | <input type="checkbox"/> Schenley Hall | <input type="checkbox"/> Pelham Hall |
| <input type="checkbox"/> F.S. Key Hall | <input type="checkbox"/> Building JJ Hall | <input type="checkbox"/> Strong Hall | <input type="checkbox"/> Somers Hall |
| <input type="checkbox"/> 2109 F Street | <input type="checkbox"/> Lafayette Hall | <input type="checkbox"/> Thurston Hall | |
| <input type="checkbox"/> 2034 G Street | <input type="checkbox"/> Madison Hall | <input type="checkbox"/> The West End | |



POSTER/FLYER GUIDELINES

1. Posters/flyers must have clear evidence of a student group/organization sponsorship.
2. “The George Washington University” logo should be clearly displayed on the posters/flyers.
3. Posters/flyers must be deemed appropriate under University policy and regulations.
4. Posters/flyers should **not** be found in bad taste/blatantly offensive to any group on campus.
5. Posters/flyers should **not** display any form of harassment.
6. Posters/flyers **may not** promote alcohol consumption and should be in compliance with university solicitation regulations.
7. Posters/flyers may **NOT** be printed on orange paper.**
8. Posters/flyers advertising non-university sales or job listings will **not** be approved regardless of student organization sponsorship.
9. Posters/flyers may **NOT** be palm card size.
10. Students/groups must submit a copy of the posters/flyers to GW Housing Programs.