NEIU Posting and Window Painting Policies

What you need to know about posting flyers

**Bulletin Board Postings**

1. Student Leadership Development has two bulletin boards in the breezeway on either side of the C Building. ***All flyers on these boards must be approved by SLD***. Bring flyers to E-041B for approval.

2.     Commercial advertising is strictly prohibited.  (i.e., bank cards, test preparation courses, non-university scholarship services, travel, retail, entertainers, etc.).

3.     The name of the sponsoring unit (university department or student organization) must be on the posting.

4.     Off-campus non-profit groups and events must be approved for posting by the Student Leadership Development (SLD).

5.     Goods for sale and services by individuals (not retail businesses) may be posted without prior approval on the “Good and Services” bulletin board located in Village Square.

6.     Postings should be done using tacks or pins. The use of staples or tape is prohibited.  Stapled or taped postings will be removed.

7.     One posting is allowed on each board per event, regardless of size of bulletin board or postings.  Additional posting will be removed.

8.     The size of postings shall not exceed 14” x 22”.  Posters or announcements will be limited to one per event on each general purpose bulletin board.  When advertising meetings for a student organization, the sign should be restricted to 8.5” x 11”.

9.     Postings should only be made on general purpose bulletin boards.  Materials posted on glass, doors, wood walks, floors, brick, tile, stairwells, elevators etc. will be removed per the General Procedures above.

10.     Special purpose boards are those dedicated to a single department or student organization and may be used only with the permission of the board’s care keeper.

Questions on the use of university bulletin boards must be directed to SLD, E-041, x4660

**Window painting policy**

1. Student organizations must reserve windows through R25.
2. Student organizations must provide their own paints.  Must use water based paints or window markers.
3. Student organizations are responsible for cleaning windows at end of reservation time.
4. Students should make arrangements with Janitorial staff x5234 for cleaning supplies.
5. Any organization which does not adhere to the policy will be charged a clean up fee of $75.  Organization will be placed in inactive status until fee is paid.