

Eastern Wyoming College
Posting of Flyers, Notices, or Posters

In order to allow for open and effective communication while maintaining a pleasant campus atmosphere, the following parameters have been established for the posting of flyers, notices or posters:

Procedure:

1. All items posted shall have the date of the event or the date that the item was posted along with initials of the college receptionist conspicuously noted on the face of the item.
2. All items posted should have the name of the group or individual posting the item conspicuously noted on the face of the item. Please **do not** use tape on bulletin boards.
3. Fire codes prevent the posting of flyers, notices, or posters in certain areas. Posting is not permitted in the following areas:
 - entryways
 - doors
 - glass next to doors
 - bathrooms
 - elevator
 - walls
4. Items will only be posted for one semester at a time. It is the responsibility of the person posting the item to take the item down at the conclusion of the event or at the end of the semester.

Specific bulletin boards have been identified as "Student Information/Community Information" boards. A complete listing of those boards is listed below:

1. *Student Center*
2. *Information Center*
3. *Across from Library*
4. *Lower Tebbet outside of fishbowl*
5. *Tebbet stairway-south*
6. *Tebbet stairway-north*
7. *Veterinary Technology building*
8. *Mechanical Arts building*
9. *Cosmetology building*
10. *Housing*

These procedures apply to all postings including internally generated postings, student club and activity postings, and external postings.