



# DREXEL UNIVERSITY POSTING PROCEDURES

- The sponsoring organization must be listed clearly on the flyer.
- Flyers for parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage.
- Any materials of an explicit sexual nature, such as images of sexual activity or nudity, are prohibited, as well as materials that are demeaning, degrading, derogatory, threatening, harassing, bullying, or discriminatory and based on an individual or group's identity or affiliation such as race, color, ethnicity, national origin, religion, gender, gender identity or expression, sex, sexual orientation, disability, age, status as a veteran, or any other such characteristic.
- Flyers may not compete with our business partners or directly promote other institutions.
- A maximum of 59 flyers per event can be approved for posting in non-residential University City campus buildings.
- A maximum of 7 flyers per event can be approved for posting in non-residential Center City campus buildings.
- You may have up to 95 flyers approved to be posted in the residence halls that promote an event that is **sponsored by Drexel University departments and/or organizations**. If interested in having flyers posted in residence halls, please deliver those flyers to individual residence halls for distribution (list on back).
- Non-Drexel sponsored advertisements are not permitted to be posted in the residence halls.
- No more than 2 flyers may be posted per board.
- Mounting flyers or posters on University's signage or information showcases or their surfaces (including but not limited to walls, windows and doors) is prohibited.
- Flyers and/or posters with adhesive including but not limited to duct tape and glue which may damage surfaces is prohibited.
- Flyers or posters should not exceed 11" x 18" without permission from Student Life.
- Postings not approved by the appropriate University personnel will be removed immediately.
- All flyers will be stamped to expire after a maximum of 14 days.

*Our organization agrees to comply with the above Drexel University posting procedures, and it is the responsibility of the organization to hang and/or deliver flyers to individual buildings.*

**Organization:** \_\_\_\_\_

	<i>Univ. City Buildings</i>	<i>Univ. City Buildings &amp; Residence Halls</i>	<i>Center City Buildings</i>
<b>Number of Flyers to be stamped:</b>	<b>59</b> <i>All Buildings No Res. Halls</i>	<b>154 (must be DU sponsored)</b> <i>All Buildings &amp; Residence Halls</i>	<b>7</b>
	<b>66</b>	<b>161</b>	<b>Other:</b> _____

**Printed name of representative:** \_\_\_\_\_

**Signature of representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have examined this flyer and it is compliant with Drexel University's posting procedures listed above.*

**Signature of Drexel Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Internal Purposes Only</b>	
# of Copies Stamped: _____	Date stamp Expires (stamp here): _____

# LOCATIONS OF APPROVED BULLETIN BOARDS

## UNIVERSITY CITY

### Academic Building [55]

Room 111 (1) (outside)

Room 115 (1) (outside)

### James E. Marks Intercultural Center [55]

1<sup>st</sup> floor (to left of column only)

1<sup>st</sup> floor (right hand hallway)

### Bossone Research Enterprise Center [7]

1<sup>st</sup> floor (2)

2<sup>nd</sup> Floor (1)

3<sup>rd</sup> Floor (2)

4<sup>th</sup> floor (1)

5<sup>th</sup> floor (1)

6<sup>th</sup> floor (1)

### Creese Student Center/MacAlister Hall [8]

Creese Basement (1)

2<sup>nd</sup> floor MacAlister (1)

3<sup>rd</sup> Floor MacAlister (1)

### Disque [12]

Room 304 (1) (outside)

Room 415 (2) (outside)

Room 506 (1) (outside)

Room 608 (1) (outside)

First floor (6)

### Hagerty Library [15]

Basement (1)

### Health Sciences Building [180]

Pantries:

2nd Floor (1)

3rd Floor (1)

5th Floor (1)

6th Floor (1)

7th Floor (1)

8th Floor (1)

### Korman Center [6]

1<sup>st</sup> floor (1)

### Main Building [1]

Basement (4)

Room 208 (1) (outside)

### Papadakis Integrated Sciences Building [58]

1<sup>st</sup> floor (5)

### Pearlstein Business Learning Center [53]

1<sup>st</sup> Floor Lobby (1)

### Randell/Curtis [2/3]

Room 231 (1) (outside)

Room 231 (1) (inside)

Room 240 (1) (outside)

Room 244 (2) (outside)

Room 259 (1) (outside)

Room 279 (2) (outside)

Room 340 (1) (inside)

Room 341 (1) (inside)

Room 343 (1) (inside)

Room 344 (1) (inside)

### Ross Commons [18]

1<sup>st</sup> Floor Hallway (1)

2<sup>nd</sup> Floor Hallway (1)

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## CENTER CITY

### New College Building

1<sup>st</sup> floor Up Escalator (1)

2<sup>nd</sup> floor by Women's restroom (1)

2<sup>nd</sup> floor Up Escalator (1)

3<sup>rd</sup> floor by Men's restroom (2)

3<sup>rd</sup> floor Down Escalator (1)

4<sup>th</sup> floor Up Escalator (1)

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## RESIDENCE HALLS

(\*must be sponsored by DU department/organization)

### Caneris Hall [26]

Deliver to front desk (8)

### Kelly Hall [19]

Deliver to front desk (11)

### Millennium Hall [31]

Deliver to front desk (17)

### Myers Hall [21]

Deliver to front desk (11)

### North Hall [24]

Deliver to front desk (13)

### Race Street Residences Hall [29]

Deliver to front desk (11)

### Towers Hall [22]

Deliver to front desk (14)

### Van Renssalaer Hall [17]

Deliver to front desk (10)

\*The numbers in brackets correspond to the numbers/legends on the Drexel University (University City Campus) Map