

*Lock Haven University's  
Flyers, Posting and Chalking Guidelines*

*Recommendations by the Facilities Planning Committee  
and the Student Government & Student Leadership Council – February 6, 2015*

*Endorsed by Senior Administration – February 17, 2015*

**YOU MAY**

- Hang posters and flyers on the side wall of Raub Hall
- Write with chalk on regular cement walkways.
- Post on bulletin boards inside of Bentley, PUB & academic buildings.
- Post in residence halls with the permission of the Resident Director.

**PLEASE DO NOT**

- Post on stairs, benches, trash cans, artwork, glass, windows, light poles, etc.
- Use chalk on buildings, pillars, stairs, etc. with the exception of Raub.
- Use chalk on brick walkways.
- Post on Bentley interior walls. Bentley exterior brick wall is permitted during an event in which the location is reserved, but only during the time of the event.
- Distribute information on vehicles.
- Post in bathroom stall walls.

**REMEMBER**

- Advertising for organizations have a TWO WEEK time frame. Your organization is responsible to remove postings. If information is displayed for more than two weeks it will be removed. This helps to remove outdated, faded or damaged papers.
- Inappropriate information will be taken down.
- Do not use computer labs to print flyers. Coordinate printing with the Student Activities Office.

It is up to all of us to keep our campus clean. Let's all take pride in our home away from home.