

# Cohon Center Poster Guide

Update: Fall 2024

For full university policies, visit: <https://www.cmu.edu/cohon-university-center/policies>

## Bulletin Boards

### **OPEN BOARDS**

There are several locations available for the placement of posters. Refer to the maps in this guide for these locations.

Use only push pins/tacks when posting flyers to bulletin boards (no staples or tape).

### **Restrictions**

Posting is prohibited in the following areas: walls, doors, columns, piers, pylons, floors, ceilings, windows, furniture, and fixtures (including light fixtures, vents, pipes, radiators, water fountains, soap dispensers, toilets, urinals, sinks, bathroom partitions, etc.). Posters laid anywhere in the Cohon University Center, including on tables and banisters, will be treated as litter and thrown away. Table tents are permitted, as long as the article can stand on its own.

- Active posters may not be posted in duplicate on a single board.
- Posters may not be posted over active posters.
- Posters may not exceed 11" x 17".
- The main information on the poster must be in English.

### **COHON UNIVERSITY CENTER CONTROLLED BOARDS AND DIGITAL BOARD**

Controlled boards are maintained by the Cohon University Center staff and are available for students or organizations to place posters on, with permission.

### **Posting on Controlled Boards and Digital Board**

The Cohon University Center maintains bulletin boards and a digital board in Lee Lobby to advertise campus events.

In order to have a flyer posted to these bulletin boards, organizations are required to provide two posters to the Information Desk. The posters will be posted on the controlled boards located in the first floor corridor near the Chapel, and in the lower level corridor near the Career and Professional Development Center.

In order to have a flyer posted to the Lee Lobby digital board, organizations must email a PDF version of the flyer in portrait orientation to [cucinfodesk@andrew.cmu.edu](mailto:cucinfodesk@andrew.cmu.edu). Only events occurring in the Cohon Center may be advertised on the Lee Lobby digital board.

- Posters must advertise an event hosted and/or sponsored by a recognized student organization or administrative department.
- Posters may not exceed 11" x 17".
- The event title, date, and time must be listed in English.
- The event must take place on campus or at a recognized off-campus location such as Soldiers and Sailors Hall.
- The event must be open to the entire campus community.
- The poster may not advertise the consumption of alcohol.
- The images and text must be of a tasteful quality.

### **APPROVAL**

The building supervisor is responsible for approving your poster. If the poster fails the requirement for posting or is deemed inappropriate for posting on the controlled boards, the poster will not be posted and may be returned or discarded. All approved posters will be stamped with the date of its approval.

### **POSTING**

If the poster is approved, a building supervisor will post it as his or her work schedule permits.

## **Removal of Posters**

All posters hung in the building will receive a date stamp. Posters hung on open boards may remain on the bulletin board for a period of two weeks, at which time a building supervisor will remove and discard of the poster.

Posters approved to be displayed on controlled boards will be removed after 1 month, or at the discretion of Cohon Center Staff

Any Cohon University Center building supervisor or staff member has the right to remove posters from any bulletin board in the building.

## **Violation of Policy**

Any violation of this policy may result in fines levied against an individual or organization. This policy may be amended or revised as deemed necessary by Cohon Center staff.



Lower Level

1. Cohon Center Controlled Board
2. CPDC Use Only
3. Public Bulletin Board – Above Water Fountain.
4. Post Office Use Only



- 5. Athletics Use Only
- 6. Athletics Use Only
- 7. (Web Station) Computing Services Use Only
- 8. (Web Station) Computing Services Use Only
- 9. Public – Above Water Fountain
- 10. Public – across from McConomy Entrance
- 11. Council of Religious Advisor's (CORA) Use Only
- 12. Cohon University Center Controlled Board
- 13. Public
- 14. Bookstore Use Only
- DB. Lee Lobby Digital Board



**2nd Floor**

- 15. Public – Above Water Fountain
- 16. Public – Above Water Fountain
- 17. Athletics Use Only



- 18. Public – Across from Women's Restroom
- 19. Public – Across from Men's Restroom