

WCSA Promotion/Marketing Policies

Wilson Commons Student Activities
University of Rochester
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- # Only water-soluble paints and materials can be used. Spray paints, oil-based paints, and permanent markers cannot be used. Student organizations are responsible for the cleanup and re-setting of the area used for making the banner. If additional cleanup is required, the student organization responsible may incur additional charges. Do not use bathrooms for cleanup. Please visit Common Connection, who can direct you to the appropriate brush cleaning locations.

Chalking Policy

If you have any questions about posting around campus, please talk with your advisor.

Bulletin Board Policies

Student Organizations and/or Departments wishing to post flyers on Wilson Commons Student Activities' bulletin boards are encouraged to drop off up to seven letter-sized, and up to 4 tabloid-sized, flyers at Common Connection in Wilson Commons. Only University-sponsored events will be approved.

WCSA—Controlled Access Bulletin Board Locations

Wilson Commons:

- # Common Connection Information Desk
- # Bulletin board outside of Common Connection
- # Bulletin board on third floor
- # Glass cases in the tunnel from the third floor

Douglass Commons:

- # Bulletin board on the third floor
- # Bulletin board on the fourth floor

Genesee Hall:

- # Two bulletin boards on the third floor

Open Bulletin Boards—General Posting

These designated boards are open for anyone to hang posters. Only **one poster per event is allowed**. Multiple posters will be removed. Posters covering other posters will be removed. Posters hung on borders will be removed. Posters must be stapled in all four corners or they will be removed.

Open bulletin boards will be cleared every Monday.

Locations

Wilson Commons

- # First floor—Kiosk around circular stairs
- # Second floor—Around kiosk near main entrance (all sides except the one facing the Common Connection)
- # Third floor—Bulletin board on left side of tunnel across from the glass cases

Douglass

- # Third floor—on back side of fireplace wall
- # Fourth floor—on wall opposite the stairs

Spurrier

- # Ground floor—in hall across from G11

Day-Of Event Signage

On the day of the event, you can hang signs to direct participants to your event so long as:

- # The event is being held in a student life building (ie. Wilson Commons, Douglass Commons, genesee Hall public space, or Spurrier)
- # Signs are not posted on any painted surfaces
- # You remove all signs after the event (your organization may be charged a fee if signs are not removed)

This is the only time information can be posted on glass doors or brick surfaces and can only be hung using blue painters tape.

WCSA does have arrow signs that can be placed around the building to direct people to events.

Organizations in violation of any sections of this policy may incur costs for the removal of their materials.

Posting in Residence Halls

is specifically designated for a particular use (e.g., the board reserved for Hall Council information).

When posting on bulletin boards, only one advertisement per bulletin board is allowed. Organizations cannot cover up other ads when posting their own advertisement. Approved ways of hanging posters and fliers include staples, thumb tacks, and blue masking tape. **Do not use** duct tape, regular masking tape, or packing tape .

Promotional literature posted on any surface other than bulletin boards will be removed by the residential life staff.

Commercial advertising is not permitted in any residence hall building. These advertisements will be removed by the residential life staff.

Questions

If you have any questions regarding these policies, please contact the Associate Director of Student Life Operations.