Gwynedd Mercy University Posting Policy

• In an effort to “go green” and to increase the consistency of on campus promotions there will be no postings of any kind on Glass.

• All flyers/posters must be approved for posting within the Office of Student Services (2nd floor of the Griffin Complex) or the Office of Student Activities & Leadership Programs (2nd floor Waldron Student Center). All postings must have the following:
  Name of club or organization
  Contact name or number/email

• All flyers/posters may only be displayed for 2 weeks.

• Only masking tape can be used for approved walls (see list below).

• When an individual (including faculty and staff) comes to the Office of Student Services or the Office of Student Activities & Leadership Programs, they will be provided with this list of acceptable places to post.

Any postings placed in any area other than the designated areas will be removed and a warning will be issued.

• No Glitter may be used on flyers/posters or decorations.

• No papers/posters/flyers or directional arrows are to be posted to any permanent directional signs (e.g., the signs outside that identify buildings or parking lots).

• To post in the residence halls, give to Secretary in Loyola Hall at least 2 days prior to the date they need to go up. You will need to make approximately:
  • 1 per RA (18 Resident Assistants)
  • 7 for common areas
  • Total for 25 flyers to be given to Lori Davis

• Painting on windows (only for Traditional GMercyU events: Finals Breakfast, Griffin Gala, Griffin Madness, Fall Fest and Spring Fling) – 2 locations for approved designs for one (1) week only. Designs must be presented and approved by the Office of Student Services or the Office of Student Activities & Leadership Programs.
  1. Window on second floor of Waldron Student Center going into dining hall
  2. Lobby of St. Bernard, window between the two front doors

Painting on window must be removed within 48 hours after one week posting time. The windows must be cleaned thoroughly, with no trace of paint. Violations to this will forfeit their organization’s right to paint on the windows and also receive a warning (see fines).

• All directional signs and balloons must be removed at the conclusion of the event.

• Sidewalk Chalk – may only be used on sidewalks (where rain will wash it away); advertising with sidewalk chalk may only be done on the day of the event. Violations to this will forfeit their organization’s right to advertise with sidewalk chalk and also receive a warning (see fines).

• 2 Community Sections-Waldron Center Breezeway (Pepperazzi)-bulletin board on the right, at the end, going to Residences Hall and outside Fatima Hall on the left side of the Big Bulletin Board (anything that is not a Gwynedd Mercy University sponsored event that is approved)

• Fines – any violation of this policy will receive a written (email) warning, after three warnings in the academic year you will be required to pay a $50 fine to the Student Services office to be used for future communication devices. If your posting violation causes damage you may be required to pay for the repair in addition to the fine. Furthermore, failure to pay fine may result in denial of postings for your organization.
Digital Signs at Gwynedd Mercy University serve two purposes. First, it is a tool to inform the University community, particularly students about current events on the campus. Additionally, it is an emergency notification system that allows Gwynedd Mercy University administration to provide time-sensitive messages to the campus community in the event of an emergency. If an emergency bulletin needs to be displayed, the screen on the digital sign board will change colors to red and then provide the emergency information.

The Office of Student Services is responsible for the management of communication for the digital signs. All communication intended for the electronic signage must be approved through this office.

All postings must have the following:

- Name of sponsoring club or organization
- Contact name or number/e-mail for sponsor
- Intended time period (no longer than 2 weeks) of posting so that information may be removed from display at stated time
- No posting for regularly scheduled meetings will be displayed. The digital sign is intended to highlight special coming attractions for students.
- All postings must be emailed to hanratty.e@gmercyu.edu in landscape layout in one of the following formats: .bmp .gif .jpg .png .psd .tif (Power Point & Publisher will work – Word documents do not work)
- Short videos may be displayed. They must be one (1) minute or less and emailed in the following formats: MOV or WMV

Note: Digital Display boards are located in the St. Bernard’s Hall Lobby, on the lower level of Waldron Center (by Pepperazzi), Maguire Hall (by Griffin Grounds), Alexandria Hall Lobby, Lobby of Campbell Solution Center, Keiss Library & Learning Commons, Lobby of University Hall, First floor West hallway in University Hall, Top of main stairs in University Hall, Second floor West of University Hall, East Lounge in Business Department in University Hall and GPS in East Norriton, Philadelphia, and Bensalem.

- Postings, including pictures will not be displayed longer than two (2) weeks.
- Only one flyer per event will be displayed.

If you have questions regarding the posting policy or need more information, please contact one of the posting committee members below:

Lori Davis
Administrative Assistant for Residence Life
Davis.L@gmercyu.edu or ext: 21305

Erica Hanratty
Administrative Assistant for Enrollment and Student Services
hanratty.e@gmercyu.edu or ext: 2155

Rouseline Frenel-Emmanuel
Director of Student Activities & Leadership Programs
Emmanuel.R@gmercyu.edu or 21565

For further information regarding the digital displays contact the Administrative Assistant for VP of Enrollment and Student Services at extension 21555 or hanratty.e@gmercyu.edu.
Locations to post:

**WALDRON CENTER**

Pepperazzi: Table tents
- Bulletin board on right going to the resident’s hall (**Community Section is on the left**)
- Bulletin Board on left going from Waldron to Rotelle.

**NO posting on any painted walls**

2nd Floor: Bulletin board at top of stairs
- Bulletin board on left going into cafeteria

Cafeteria: Table tents
- Walkway between Waldron and Rotelle Lounge:
  - Bulletin Board next to glass block window
  - Bulletin Board on stone wall
  - Grey doors between Waldron & Rotelle
  **NO posting on any painted walls** (not even directional signs)
  - Elevator (inside walls)

**THE GRIFFIN COMPLEX**

Rotelle: Bulletin board by restrooms
- Posting strips
- Grey doors going into Waldron

Gym: Bulletin board in atrium going to aerobics room
- Bulletin board in cardio room

**CAMPBELL HALL:** Posting strips in front vestibule

**FRANCIS M. MAGUIRE HALL**

1st Floor: Bulletin boards in classroom hallway (**not the small nursing bulletin board**)
- Hanging strips on pillars
- Hanging strip on left wall in lobby
  **NO posting on wood, glass or painted walls**

2nd Floor: Hanging strips on pillars
- Hanging strip at Griffin Grounds

**FATIMA HALL**

Outside: Big bulletin board
- Hallway: Posting strips
- Lobby: Posting strip next to water fountain
- Restrooms: Inside stalls or over urinals

**CONNELLY FACULTY CENTER**

Elevator: Walls
- Bulletin boards in each doorway

**ST. BERNARD AND JBA: (nothing on painted walls)**

- Bulletin board at top of steps
- Posting strips in hallways
- Posting strips on restrooms & in lobby
- Posting strip in SB lobby

**KEISS LIBRARY & LEARNING COMMONS**

- Give 3 copies to person at circulation desk

Please note: **All bathrooms (except resident’s halls) have hanging strips:**
- Women’s bathrooms: on the inside of every stall door
- Men’s bathrooms: over every urinal

*Updated 2/15/16*