



LHU Policy No – LHU-38  
Original Date – February 17, 2015  
Last Review Date – April 24, 2020  
Last Update Date – October 25, 2018  
Next 5-Year Review Date – April, 2025

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

*Recommendations by the Facilities Planning Committee  
and the Student Government & Student Leadership Council*

*October 25, 2018*

PERMITTED

- Hang posters and flyers on the side wall of Raub Hall.
- Hang posters and flyers on the exterior brick wall of Bentley during your approved event. Posters and flyers to be removed immediately at the end of your event.
- Write with chalk on regular cement walkways – NOT brick pavers.
- Post on bulletin boards inside of Bentley, PUB & academic buildings.
- Post in residence halls with the permission of the Residence Hall Director.

NOT PERMITTED

- NO posting on stairs, benches, trash cans, artwork, glass doors, windows, light poles, etc.
- NO chalk on buildings, pillars, stairs, etc. with the exception of Raub.
- NO chalk on brick walkways.
- NO posting on interior walls of any University building.
- NO distribution of information on vehicles.
- NO posting in bathrooms including 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 This helps to remove outdated, faded or damaged papers.
- Do not use computer labs to print flyers.
- Student clubs and organizations should coordinate printing with the Student Activities Office.

NON UNIVERSITY ADVERTISING – requests to post by non-affiliated entities must follow the same guidelines after getting the proper approval through the Facilities Planning & Scheduling Coordinator's Office in the Facilities Building, 95 West Fourth Street.

## DISCLAIMER

- The views and opinions displayed do not necessarily reflect the official position of the University. However, the University has the right to remove information or images that may be deemed inappropriate.

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

*Rote/facilities plan comm/posting.doc*  
*Reviewed – April, 2020*

*October 25, 2018*