



Posting Guidelines

ALL notices and flyers posted on The Art Institute of Dallas campus MUST be approved by the Department of Student Affairs. Postings are hung in order of receipt as space permits. If you have any questions about whether a posting is acceptable, please ask to speak with the Assistant Dean of Student Affairs at extension 1216.

Certain bulletin boards are reserved for use by specific departments, programs or organizations. The presence of a sign with the name of the department, program or organization is the indicator that neither the general campus community nor outside groups or persons may place materials on these boards. Exception to this policy may be granted by the specific departments, programs or organizations. **The Department of Student Affairs does not maintain or regulate bulletin boards that are within classrooms or those that are owned by departments or organizations.**

For all bulletin boards other than those reserved for specific departments, programs or organizations, the following regulations on the use of campus bulletin boards exist in order to improve communication about campus events, while preserving the beauty of the buildings and grounds:

- The Department of Student Affairs reserves the right to refuse any postings.
- Postings should not exceed 8 ½ x 14 inches.
- There should not be more than one announcement for each event on any bulletin board.
- Bulletin boards assigned to specific organizations or specific purposes must be respected.
- All posters must clearly identify the organization that produced them. Posters that do not meet this requirement will be removed.
- No one should remove a current poster to replace it with his/her own or cover another poster.
- Postings ordinarily will stay on the bulletin boards until the day after the event or for 10 days if there is no specific date mentioned on the posting.
- ALL POSTINGS MUST BE APPROVED, STAMPED, and/or DATED by the Assistant Dean of Student Affairs. This includes both on-campus and off-campus organizations, as well as personal ads from students, faculty or staff. ANY POSTINGS THAT ARE NOT APPROVED WILL BE REMOVED AND DISCARDED IMMEDIATELY.
- No postings are allowed anywhere except approved bulletin boards. No flyers are to be posted on trash cans, walls, light posts, elevators, doors, windows or in restrooms or staircases.

In accordance with lease: *“No signs, posters, advertisements, or notices shall be painted or affixed by or on behalf of any tenant on any of the windows or doors, or other part of the building, except lettering of such color, size and style and in such places as shall be approved in writing by the landlord’s building manager.”*