



Revelle College Posting Policy

Only publicity materials for University-affiliated programs, events, and opportunities may be posted. Prior to posting materials, all must be approved and stamped in the Revelle Residence Life Office. Materials must include the time, date, and location of the event, sponsoring group's name and contact information.

Materials will not be approved to remain posted for longer than seven (7) days. No more than one publicity item per event/group may be posted in any given space (e.g. posting both pre-printed posters and hand-made banners on the posting space on the north side of the Blake Hall elevator shaft will not be permitted). Additional publicity materials will be removed.

Publicity spaces are available on a first come, first served basis. If publicity materials are found to be covering other posters or banners, the offending poster/banner will be removed. Removing and/or moving another group's current publicity material is not permitted.

Postings must be removed within 48 hours following the publicized event, or within seven (7) days of posting. It is the responsibility of the sponsoring group/organization to remove postings.

Failure to adhere to the posting policy may result in any or all of the following actions:

- Removal and disposal of postings
- Violations by UC San Diego student organizations may be reported to the Center for Student Involvement
- Suspension of posting privileges for a defined period of time
- Disciplinary action for individual(s) or student organization(s)

Please refer to the UCSD Policy and Procedures Manual Section 510-1, IX and XII for regulations regarding the use of chalking as a form of publicity. Chalking is only allowed on sidewalks of the university grounds that are exposed to weather elements and not covered by a roof or overhang. Chalking on other surfaces is prohibited.



Flyers (8.5 x 11" or smaller):

- Flyers may be submitted to the Revelle Residence Life Office, and will be posted by Resident Assistants on the bulletin boards within their floors (in Argo/Blake) and buildings (in the Fleet). The Charles David Keeling (CDK) Apartments have two bulletin boards on the first floor that are used for general posting by the Residence Life staff. **A total of fifteen (15) flyers must be submitted.**
- A maximum of two (2) additional flyers may be posted by representatives of the sponsoring group. One flyer may be posted on each of the following bulletin boards. **Only staples or push pins are permitted – no tape.**
 - North side of Blake Hall elevator shaft; only staples or push pins are permitted – no tape.
 - Bulletin board inside Commuter Lounge (southeast corner of Blake Hall)

Posters (pre-printed posters, measuring up to 11 x 17")

- Pre-printed posters may be submitted to the Revelle Residence Life Office, and will be posted by Resident Assistants on the bulletin boards within their floors (in Argo/Blake) and buildings (in the Fleet). The CDK Apartments have two bulletin boards on the first floor that are used for general posting by the Residence Life staff. **A total of fifteen (15) posters must be submitted.**
- A maximum of four (4) additional pre-printed posters, may be posted by representatives of the sponsoring group, one poster per space, in the following areas:
 - Metal bulletin boards on first floor of Blake Hall (The Current); only blue tape is permitted.
 - Bulletin board inside Commuter Lounge (southeast corner of Blake Hall); only staples or push pins are permitted – no tape.
 - North side of Blake Hall elevator shaft; only staples or push pins are permitted – no tape.

Hand-made banners, measuring three (3) feet high, and no more than five (5) feet long

- Revelle College postings (by Revelle College student organizations and staff) may be posted, one banner per space, in the spaces listed below. Only blue painter's tape may be used.
 - East and south exterior walls of the Commuter Lounge. Posters must be posted on the lower part of the wall, and not obstruct the windows.
 - Wall located in the Argo Courtyard next to the door for the Poster Room.
 - South side of Blake Hall elevator shaft
- Additional space for Revelle College postings but limited to three (3) feet high and no more than three (3) feet in length:
 - North and south side of concrete wall in the Fleet Courtyard (postings may not cover the light)
 - Walls adjacent to the CDK Apartment elevators.
- All other University-affiliated groups may post one hand-made banner in the following locations (only blue painters tape can be used):
 - Concrete blocks on path leading to the Revelle parking lot.
 - On the concrete wall east of the south tower of CDK Apartments

Certain areas within Revelle College are reserved for special purpose notices.

- The following areas are to be utilized only for specific postings, by the offices designated.
 - Glass-enclosed kiosk east of Urey Hall (south side only) – to be updated and maintained by the Coordinator of Student Activities, or designee.
 - Residence hall suite doors and apartment front doors may be used as posting spaces only by Revelle Residence Life or its committees. Only ¼-sheet flyers can be posted.
 - North and south facing stair landing walls in the Fleet.
 - A-frames can be used for Revelle College postings but must first be approved by the Dean or Director of Residence Life and will only be allowed in designated areas.