

OFFICE OF RESIDENTIAL EDUCATION

Residence Hall Posting Policy

Posting Procedure

- Individuals wishing to post in the Wagner residence halls should follow the outlined process below:
 1. Advertisements must be stamped for approval in Co-Curricular Programs during business hours.
 2. The appropriate amount of advertisements should be delivered to Residential Education during business hours.
 3. Advertisements will be posted in the residence halls by Residential Education staff.

Posting Policy

- Only advertisements stamped for approval by Co-Curricular Programs will be posted. The Office of Co-Curricular Programs is located on the second floor of the Union.
- Advertisements must be turned in to the Central Office of Residential Education located in Parker Towers Hall, B Tower, Floor 3 between the hours of 9:00AM-4:00PM, Monday-Friday, at least 3 business days, but no more than 2 weeks prior to the event being advertised.
- All flyers and posters in the residence halls are posted and removed by Residential Education staff.
- Any material posted in the Wagner residence halls without approval will be removed immediately.
- All postings are at the discretion of Residential Education.
- Residential Education staff will post advertisements in the following locations:
 - Residence hall lobby areas.
 - Residence hall floors.
- Advertisements or postings related to large-scale campus events (Homecoming, SongFest, Wagner Stock, etc.) may receive specific posting privileges. Specific privileges will be communicated by Co-Curricular Programs in conjunction with Residential Education.
- Violations of this policy will result in the removal of the advertisements and responsible individual(s) or organization(s) may be subject to suspension of posting privileges. Repeated violations of this policy may lead to documentation through the Student Conduct Process.
- This policy applies to all student organizations and members of the Wagner community, as well as all non-college sponsored groups and vendors.

Posting Guidelines

- All posters must be no larger than 3ft x 4ft.
- All flyers are limited to the following sizes:
 - 8.5" x 11", 8.5" x 14" or 11" x 17"
- All advertisements must have the following:
 - The event name, date, time and location (if applicable).
 - The name, phone, and/or contact information of the sponsoring organization.
 - Must be legible, clear, and free from any grammatical or spelling errors.
- Residential Education will post:
 - No more than 30 flyers in Harborview Hall
 - No more than 27 flyers in Parker Towers Hall
 - No more than 5 flyers in Guild Hall
 - No more than 5 flyers in Foundation Hall
 - No more than 1 poster in each residence hall lobby area
- Flyers advertising for specific events may be submitted up to 2 weeks prior to the event date.
- Informational flyers will be posted for 2 weeks from the date stamped by Co-Curricular Programs.

Posting Violations

- Advertisements may not be posted on Resident Assistant bulletin boards.
- Advertisements may not be posted on any painted door, window, or elevator.
- Approved and posted advertisements may not be destroyed or vandalized.
- Materials will not be posted if they contain:
 1. Offensive language or images.
 2. Language or illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability or any other characteristic protected by the Wagner College Community Standards of Conduct.
 3. Advertisements for activities that violate state or federal law or the Wagner College Community Standards of Conduct.
- Advertisements from the following outside establishments or vendors will not be posted.
 1. Off-campus apartments, rental properties, or landlords.
 2. Restaurants, bars and/or nightclubs.
 3. Credit card providers.
- Posting for the following services is limited:
 1. College preparatory courses.
 2. Items for sale.
 3. Job offers.