Election Posters

The areas listed below have been designated legal poster areas during the campaign period. Be aware that posters in any other areas will be removed and you will be fined $1 per poster for each poster in an illegal area.

Outdoors

You may hang posters/flyers:

- On kiosks and outdoor bulletin boards
  - one poster per location.
- On trees, except those in the Quad
  - one poster per tree
  - use string only
  - trees in the Quad are off-limits
- On the sides of the 38th Street Bridge
  - two posters per candidate
  - use masking tape or string only
  - NOT on the ground or on the stainless steel pillars of the bridge

All other outdoor locations are illegal. DO NOT POST on handrails of any staircases, on benches, on artwork, on sidewalks, on trash cans, on lamp posts, on the ground, on the outside of any buildings, etc. DO NOT USE any tape other than masking tape. Duct tape, electrical tape, scotch tape, and packing tape all damage surfaces.

Indoors

Non-residential buildings

Posters are allowed on bulletin boards that are commonly used for student events. Some may require stamps from the building administrator. Check with the appropriate building administrator if you have questions.

College Houses

Office of College Houses and Academic Services Poster Policy

This policy covers posting within the College Houses. Leafleting and soliciting are prohibited within residences. In all cases, this policy will be implemented within the framework and spirit of the Code of Student Conduct, which defines the general rights and responsibilities of student citizenship in the Penn community, and where appropriate, the Charter of the University of Pennsylvania Student Disciplinary System, which sets forth the processes for disciplinary action against students. Pursuant to the Code of Student Conduct (Sec. III.d), “the content of student speech or expression is not by itself a basis for disciplinary action,” and no posters shall be prohibited or restricted solely on the basis of their content, except when they may violate other applicable laws or regulations.

Location

- Posting within a College House is permitted only in places designated by that College House. Places that may be designated by a College House include, but are not limited to, bulletin boards, kiosks, specific wall areas. Persons posting posters are responsible for knowing what areas are designated for posting.
• Certain areas may be reserved for postings by residential staff. Persons other than residential staff may not post in these areas.
• In no case will posting be permitted on surfaces that will be damaged by posting or in manners that create hazards. This includes, but is not limited to, fire doors, fire extinguisher cabinets, exterior doors, and undesignated walls. In the outdoor areas surrounding the College Houses, no posting is permitted on trees, shrubbery, benches, railings or any other structures.

Approval

• Posting within the College Houses is intended as a means of intrahouse communication, primarily from staff to residents and among residents.
• At the discretion of the office of College Houses and Academic Services or of the specific College House in which a designated posting area is located, posters may be posted by other persons. All posters must clearly state the name of a recognized campus organization or program and must be approved prior to posting either by the office of College Houses and Academic Services or by the Faculty Master or House Dean of the specific College House.
• Persons seeking approval of a poster must provide an actual example of the poster, accurate in size and color, to the office of College Houses and Academic Services or to the Faculty Master or House Dean from whom approval is sought.

Posting

• Unless specifically permitted, posters may be posted for no longer than two weeks.
• New postings may not cover any portion of an already posted poster that is less than two weeks old.
• Unless specifically permitted, no more than two copies of a poster may be posted in the same designated posting area.

Removal and Sanctions

• Unauthorized posters and posters posted outside of a designated posting area may, at the discretion of residential staff, be removed.
• Repeated violation of this policy may be referred to the appropriate office for disciplinary action.

W.E.B. Du Bois College House

Du Bois’ poster policy follows the attached Office of College Houses and Academic Services Poster Policy.
• The House Dean must stamp all approved fliers with a house stamp.
• The approved posting areas are:
  o First floor lobby bulletin board
  o 3rd and 4th floor lounges’ bulletin boards
  o Bulletin board opposite Suite 132 (Dean’s office)
Postings must be affixed with push pins or thumbtacks, only, NO SCOTCH TAPE, and should not cover any other postings."
• There are GA bulletin boards on each floor that are reserved for House, floor, and important campus academic business ONLY.
• Du Bois College House reserves the right to remove any postings that do not have the house approval stamp and/or postings not in the approved areas.
• “Dorm stormers” sliding things under doors and/or posting in unauthorized areas will be reported to the Student Affairs Office for possible fines or other sanctions.
Fisher Hassenfeld College House

• The approved posting areas are the kiosks under the Foerderer arch and the bulletin boards right inside the exterior doors. One poster per bulletin board in open space only. You may not poster over another group’s poster. If there is an outdated sign you may take it down and replace it with your posting. There are bulletin boards near all RA and GA rooms that are reserved for House, floor, and important campus academic business ONLY.
• Fisher Hassenfeld House reserves the right to remove any postings that are not in the approved areas.
• We also reserve the right to ask "dorm stormers" sliding things under doors and/or posting in unauthorized places to stop and/or leave. There will be a $1 fine per flyer slid under a door.

Failure to abide by these posting guidelines will result in all future postings for your group, club or individual to be removed.

Gregory College House

• In each of Gregory’s 2 buildings - Van Pelt Manor and Class of 1925 - there is a bulletin board just inside the entryway. That is the ONLY place posters are allowed.

Hill College House

• Hill College House strictly follows the University of Pennsylvania’s Residential Poster Policy.
• Postings unrelated to house or suite activities may only be hung on the bulletin boards located at the entrance to the stairwells. However, this does not include the bulletin board at the entrance to Hill which is reserved for Hill staff only.
• Any postings on doors or walls may be removed and Hill, under the University’s Residential Poster Policy, has the right to report violations of this policy to the appropriate office for disciplinary action.
• DO NOT TAPE ANYTHING ON THE WALKWAY RAILINGS or exterior walls of the building. Fines will be tripled in these areas because of the cost of repairs.

Harnwell College House

• Main Lobby (includes bulletin board by the front desk or area near the elevators) No postings may be placed in these areas without approval of the Harnwell House Office. Groups may leave one poster in the House Office in Room 210 during business hours (9 am to 6 pm) weekdays for approval. Only Harnwell staff w/ approval of the Harnwell senior staff are allowed to post in the lobby area. Please keep in mind that these boards are reserved for Harnwell-related activities.
• Upper Lobby (“yellow” bulletin boards near the mailboxes) Groups may place no more than one poster on the bulletin boards in the upper lobby. Posters should be placed under the appropriate categories listed on the boards and should not exceed the size of 11 x 17 inches
• Floors 1 through RTL. Groups may post WITHOUT approval no more than two posters per floor on the wooden paneling near the elevators, on floors 1-RTL. Posters should not exceed the size of 11 x 17 inches. Posters may not be placed on top of existing posters.
• Doors leading to stairwells, stairwells, elevators. Groups may not place posters on doors leading to stairwells, within stairwells, or inside elevators. Groups violating this rule are subject to fines.
• “HRE” can only be used in conjunction with the full name of Harnwell College House.

Harrison College House

• The bulletin board near the mail room may be used for posters for Penn events. Only one poster, per event is permitted.
• Poster may be placed on residential floors 1-24 and will remain there at the discretion of the presiding staff member.
• If a group would like to place a poster on the bulletin board in the lower lobby near the front entrance, it must be submitted to the Harrison College House Staff Office (Room 33) for approval.

Kings Court English College House (KCECH)

KCECH follows the Office of College Houses and Academic Services Poster Policy with the following additions:

• The 5 following area in the common spaces are open to University Community for posting:
  1. The bulletin board in the bike room on the ground floor of English House.
  2. The bulletin board facing Oasis and next to the elevator door on the ground floor of English House.
  3. The bulletin board facing the mail boxes on the first floor of English House.
  4. The bulletin board facing the South elevator on the ground floor of Kings Court
  5. The bulletin board facing the North elevator on the ground floor of Kings Court.

• For all other areas flyers should be left for the house office to approve and eventually post them.

Riepe College House

OUTDOOR
Outdoor posting on trees or on any part of the outer or inner entrance doors to the buildings is prohibited. There is one public bulletin board beneath the covered archway entrance to the oval garden (to the left of the 36th gate near Thomas Penn). This is the only location that outdoor posting is allowed.

INDOOR
There are several bulletin boards in public spaces immediately adjacent to the entrance stairwells of the buildings that comprise Riepe College House. These entrance bulletin boards are available for public posting by recognized Penn organizations, and, in fact are the only places where public posting is allowed. Public posting is strictly forbidden on all other bulletin boards throughout the House. This includes first floor bulletin boards used by the House as well as bulletin boards used by the RA/GA staff to post hall activities.

• Excessive posting is not allowed. Examples of excessive posting include, for example, the posting of several posters advertising the same group or activity right next to each other or within a relatively small area.
• Posting in such a way as to cover or deface someone else’s poster is not permitted.
• Posting that causes damage to the walls or furnishings, including the use of staples, tacks, and heavy amounts of tape, is not permitted.
• Per University regulations, posting is not permitted on fire doors or exterior or interior doors.

Special Cases: In the event that an organization has an event that they would like to be publicized to the entire House, they are asked to bring their posters to the Riepe College House office during office hours where the House Coordinator or a House Manager reads and approves them. Approved posters are stamped approved and distributed to the RA/GA staff for them to display or distribute to their hall residents.

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Rodin College House

• Posting is permitted in the following location only: **Rooftop Lounge bulletin boards.**

• **No more than (1) copy of a poster may be posted** in the same designated posting area.

• **New postings may not cover any portion of an already posted poster** that is less than two weeks old.

• **The use of staples on bulletin boards is strictly prohibited.** Appropriate posting materials include scotch tape and push-pins.

• **Bulletin boards located on the residential floors (1-24) are reserved for posting by residential staff.** Persons other than residential staff may not post in these areas.

• **Individuals or groups who wish to have their flyers posted on residential floors may bring 24 copies of their flyer to the House Office.** If the flyers are approved by the House Dean or House Coordinator, the House Office will distribute one copy of the flyer to every staff member for posting on their floors.

• **In no case will posting be permitted on surfaces that will be damaged by posting or in manners that create hazards.** This includes, but is not limited to, stairwell interiors, fire doors, fire extinguisher cabinets, fire safety and evacuation instructions and undesignated walls.

• **Leafleting and soliciting, i.e., the placing of flyers under doors, are prohibited in Rodin College House.**

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Stouffer College House: Stouffer Hall/Mayer Hall

• Anything that is being posted by someone other than a staff member should be approved by the House Dean.

• Once approved, posting can occur inside the doorways in Stouffer (not on the glass) and on the floors in Mayer (not in the elevator). The preferred way to post things is to give the House Dean enough for each staff member (12) and she will have them posted.

• **No chalking is allowed at the top of the steps outside the Mayer Hall foyer.**

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Ware College House

• **Posting on walls (wood or sheetrock), hard surfaces (stone, brick—i.e. the ground) or glass (entry doors) is prohibited throughout the college house.**
• NO soliciting (spoken or written) on behalf of any organization on-campus (recognized or not) unless specifically approved by House Dean. This includes writing candidate names or events on students’ whiteboards or message boards.
• ABSOLUTELY NO QUARTER SHEET FLYERS!
• ALL postings made in ANY part of the hall MUST be approved by the RA/GA before being posted!
• RAs & GAs will remove any postings that have not been approved by them prior to posting.
• ANYONE who has been made aware of this housing policy and continues to post inappropriately will be open to fines by the College House.
• Sidewalk chalk is encouraged, but please do not apply fixative as it stains the masonry.

Want to Get Your Flyers Posted?
It’s easier to do it the right way! Bring 25 copies to the House Dean or House Coordinator in McClelland and ask either to approve and distribute it to the RA/GAs. You can also go directly to the RA/GA for a single hall. At Ware it is at the RA or GA’s discretion which posters will be hung on their bulletin boards and for how long. No more than one poster will be put on any one bulletin board for any single event or cause.