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RAM HANDBOOK

Live to the Truth

# CAMPUS POSTING POLICY

## McCarthy Center Posting Policy

*The Center for Student Experience and Career Development (EXP) approves and posts materials displayed in the McCarthy Center ONLY. If you wish to have your materials in the residence halls, please visit the Office of Residence Life and Housing. For academic buildings, please see the building secretary for each building.*

### Overview

- For postings in the McCarthy Center, including posters, flyers and banners, only FSU registered student organizations and campus departments/offices are allowed to request posting displays.
- For Non-FSU registered organization, agencies or vendors, only flyers will be allowed to be displayed on the 4<sup>th</sup> and 5<sup>th</sup> floor bulletin boards on a space available basis after FSU postings are accommodated. Flyers must be submitted to the Office of Student Experience (McCarthy rm. 412)
- All materials posted in the McCarthy Center must comply with the University's Discrimination, Harassment, and Retaliation Policy. This policy prohibits all conditions and all actions or omissions which deny or have the effect of denying to any person their rights to equity and security on the basis of their membership in or association with a member(s) of any protected class.
- EXP reserves the right to deny any posting requests. All content on posted materials must align with the mission, values and policies of the University.
- Concerns about any posted messages should be forwarded to EXP who may contact the reporting party to follow up on concerns.

### Posting Locations/Sizes for FSU Registered Clubs/Orgs and Departments

- Bulletin Boards on 4<sup>th</sup> and 5<sup>th</sup> Floors
  - One (1) 8.5×11 flyer per bulletin board is permitted per event (2 total).
- Designated Poster Frames:
  - 3<sup>rd</sup> Floor 2' x 3' poster frame availability:

- 1 – McCarthy Center Entry Doors (3-0-B)
- 3 – Center column of entry lobby (3-1-B, 3-1-C, 3-1-D)
- 1 – Across from Faculty/Staff Dining (3-3-B)
- 3 – Columns along Concourse (3-4-B, 3-5-B, 3-6-B)
- 2<sup>nd</sup> Floor 2' x 3' poster frame availability:
  - 2 – Forum entry door ((2-1-C, 2-1-D)
  - 1 – Catering Prep ((2-2-A)
  - 1 – Marketplace (2-3-D2)
- Up to 2 posters are permitted to be reserved in the designated poster frames at a time.
- Banners on third floor railing
  - 2 locations at entry-way
  - 4 locations opposite Faculty/Staff Dining Room

### **Posting Locations/Sizes for Non-FSU Registered Organizations, Agencies, Vendors**

- Bulletin Boards on 4<sup>th</sup> and 5<sup>th</sup> Floors
  - One (1) 8.5x11 flyer per bulletin board is permitted per event (2 total).

### **Policies and Procedures: Posters/Banners**

1) **All posters and banners will now be reserved by submitting a Poster/Banner Reservation Request through the EXP website.** The EXP Staff will make the determination of the best advertising space available when your request is submitted.

2) On the **Poster/Banner Reservation Request** form at the EXP website, information must include:

1. Date of Poster/Banner Request
2. Name of Event
3. Date/Time/Location
4. Contact Information (email, phone, etc.)

- Advertising is limited to:
  1. **2 – 24” x 36”** posters
  2. **1 – 96 inches/8 feet long x 36” tall** banner
  3. Banners must include **grommets** to be hung properly
  4. Banner acceptable materials include **vinyl, polypropylene, strong canvas cloth. Paper or thin cloth material will not be accepted.**
  5. Any advertising material different in size/material than above will not be hung.

4) All fliers must be free of spelling errors, torn edges, and glitter.

- 5) **A maximum of 3 advertising days within a 7-day period will be allowed.** Poster and banner locations are reserved on a first- come first- served basis. EXP reserves the right to override poster/banner location reservations based on all-university events where usage of poster frames is in need, i.e. Admitted Student Days, Black and Gold Beginnings, Homecoming, etc. If EXP does not receive the event poster/banner by the day of the event, the reservation will be canceled and priority will be given to the next reservation for that area on the waiting list. \* Special circumstances will be dealt with on a case-by-case basis.
- 6) After submitting the Poster/Banner Reservation Form, if it meets all requirements by EXP, you will be prompted to go to the **Print Services Gateway** Website, where you will log in with your FSU username and password to upload your poster graphic.
- 7) It is YOUR responsibility to pick up the posters/banners from the Copy Center and deliver them to EXP, Suite 510 McCarthy Center.
- 8) All posters/banners will be hung by EXP Staff only. Posters/banners will be hung in designated areas within McCarthy Center. The location of the poster/banner display is at the discretion of EXP staff. Posters will be hung in designated poster frames and banners will be secured to the 3<sup>rd</sup> floor railing of the McCarthy Center with zip ties by EXP staff only.
- 9) All posters/banners will be recycled unless expressly requested to be picked up after the event. Any banner/poster left in the EXP Office longer than one week will be disposed.

### **Policies and Procedures: Fliers**

- 1) All fliers must include:
  1. Name of Event
  2. Date/Time/Location
  3. Contact Information (email, phone, Organization/Department etc.)
- 2) All fliers must be free of spelling errors, torn edges, and glitter.
- 3) All fliers must be approved and stamped in the EXP Office.
  1. Flyer postings are reviewed Monday-Friday between 9:00am and 4:45pm.
  2. Job advertisements must be first approved by Career Services & Employer Relations
- 4) Fliers are to be hung by EXP staff only. Fliers found without EXP stamped approval will be removed and may jeopardize your department/organization's ability to advertise in the future.
- 5) Fliers will be stamped and dated for a maximum of 3 weeks.

6) All postings will be recycled once removed by EXP staff.

7) Bulletin board advertising is reserved for event advertising and job availability. Ads for apartments for rent should be directed to Office of Residence Life.

**Framingham State University**

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