

Rules for Cartwright and Opperman posting

Policy Rationale: To maintain a professional, tidy space for learning students, faculty, and staff are encouraged to limit the use of paper posters. Information can be displayed through the electronic display boards located in the Porterhouse Lounge and the second floor of Cartwright. Electronic postings should be sent to Emily Fleming emily.fleming@drake.edu and Lori Richman lori.richman@drake.edu.

Posting guidelines apply to student organizations and any outside groups or individuals wishing to post fliers in Cartwright or Opperman. Outside groups must receive approval from Assistant Dean Liz Battles prior to posting. Please see SBA election rules for exceptions to this general posting policy.

Assistant Dean Liz Battles can answer questions regarding posting.

Designated Areas

- Cartwright First Floor
- Cartwright Basement
- Hall connecting Cartwright to Opperman
- Bulletin Boards in the hallway next to admissions, leading to stairs
- Opperman Student Lounge
- **NOTE: THERE SHALL BE NO POSTING OF FLIERS ON THE SECOND FLOOR OF CARTWRIGHT.**

Posting Spaces

- On the brick surface between Cartwright and Opperman Hall
- Unused bulletin boards inside east staircase
- On the wall above your head as you go to the basement (**using putty only**)
- Lockers in Cartwright Hall basement with express permission of locker owner
- Glass outside of Opperman student lounge

Where Posting is NOT PERMITTED

- Anywhere in the Opperman Library
- Exterior glass/doors of Opperman Library
- Dedication bricks in Opperman Hallway
- Second Floor Cartwright Hall
- In the Bays
- Administrative Office areas
- Inside any classroom
- Doors to classrooms
- Opperman Student Lounge Doors
- Inside bathrooms beyond the exterior-most door
- Painted walls of Cartwright Hall not explicitly mentioned above
- Side walls to the left and right going to the Cartwright Hall basement

- Lockers in Cartwright Hall basement without express permission of locker owner
- Trophy case glass
- Bulletin Boards except those expressly indicated above
- Career Resource Entry/Area
- SBA Office/Law Review Area
- Frames/Art/Tapestries throughout the school
- Any place in the Drake Legal Clinic
- Elevators
- Restroom Doors or inside restrooms
- Bathroom doors or interior of bathrooms
- Door under the main staircase of Cartwright Hall

- Addition Rules Regarding Posters
 - **POSTERS MUST BE INSTALLED USING SCOTCH TAPE OR STICKY PUTTY (Note: Some locations are PUTTY ONLY surfaces). A TACKIER TAPE SHALL NOT BE USED UNLESS PREVIOUSLY APPROVED BY Dean Liz Battles or Dean Edwards.**
 - Posters must include a posting date and must be removed immediately following the event or 21 days after posting.