HALLWAY HOOKS
HOLMES STUDENT CENTER

“All Campus” Activities

1. The Director of Student Involvement & Leadership Development determines which events are considered “all campus” events. Hallway posting is limited to events of this type. Posters shall be 14" x 22".

2. The display of posters shall be limited to a seven calendar day period including the time of the event. After Student Involvement & Leadership Development approval, the organization will schedule the use of hallway posting through the General Office.

3. The organization must provide an account number so that if posters are not removed within twenty four hours after the permitted schedule posting time, HSC staff will remove and discard materials and the organization will be charged $25.00.

4. The hanging and removing of posters will be done after normal working hours, preferably when hallway traffic is at a minimum.

5. HSC maintenance staff will provide the ladder. A waiver must be signed that holds the HSC not responsible if injury should occur from use of the ladder.

6. For events sponsored by CAB – Posters may be placed that do not necessarily coincide with traditional all campus events. The Director with CAB representatives will determine the legitimacy of whether posters are appropriate.

The organization agrees to all the above.

Name of the Organization_________________________________________________________

Event__________________________________ Date(s) Requested_______________________

Approval by Student Involvement _________________________________________________
And Leadership Development

Account # _________________________

Signature of Person Responsible___________________________________________________

Today’s Date________________________________________

HSC Staff Approval_____________________________________________

Revised 6-30-09 (oh pd)