



Residence Life & Housing | West Chester University | 202 Lawrence Center
West Chester, Pennsylvania 19383 | 610-436-3307 | fax: 610-430-5945 | www.wcupa.edu/residencelife

RESIDENCE LIFE & HOUSING POSTING POLICY UPDATED OCTOBER 2024

West Chester University departments, offices, registered student organizations, services and resources may post signs in WCU Residence Halls with the approval of Residence Life & Housing.

Approval for posting flyers on bulletin boards throughout the residence halls is obtained through the front desk of Residence Life & Housing, Lawrence Center, Suite 202.

To receive approval: bring eleven (11) flyers to 202 Lawrence Center. One flyer will be retained for records and the others will be date stamped and distributed to each North Campus Residence Hall, the South Campus Southside Building and The Village Clubhouse. Residence Life staff will assume responsibility for posting approved and stamped flyers in appropriate locations throughout the residence halls. They will remain hung for two weeks. Flyers may be no larger than a standard 8.5"x11' piece of paper.

Please note: flyers will only be approved if the flyer is advertising an on-campus event sponsored by a West Chester University department, office, registered student organization, or campus service/resource.

It is strongly recommended that flyers for on-campus events include contact information (email, phone number, URL to a form) for accessibility accommodation requests.

Advertisements depicting drug or alcohol use, abuse, sale or distribution is prohibited. All unauthorized postings or those not following the guidelines will be removed. Posters hung beyond two weeks will be removed by Residence Life & Housing.