

Band Registration Form for Posting on Campus

Name of Band: _____

Manager: _____

Manager Address: _____

Manager Phone: _____

Manager Email: _____

Band Member(s) & JMU Year: _____

Band Email/Website: _____

Current Academic Year for Posting Request _____

Policy & Guidelines

____ Prior to posting materials on a general-purpose bulletin board, the materials must be stamped with a removal date to ensure the systematic removal of outdated material and to provide space for new material. Approval can be obtained at Info Desk sites in Festival Conference & Student Center, Taylor Down Under, or Warren Hall, seven days a week, during operational hours. Materials may be posted for up to two weeks.

____ It is university policy to provide adequate bulletin board space in convenient locations to inform members of the university community. Posting is limited to two flyers/posters on all general purpose bulletin boards. No more than 100 posters per activity will be approved in order to provide adequate space for all notices. Posters may not exceed 17 x 22 inches.

____ It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on bulletin boards. However, it is recommended that such materials be in good taste. The Assistant Director for Event Management will review materials that may be questionable prior to posting.

____ Using duct tape, staples, pins, nails, etc. in non-standard posting locations may result in damage billing.

_____ Posters and displays associated with a scheduled event in the University Unions facilities may be placed in non-standard areas for up to 24 hours with approval from the Warren Hall Info Desk. The posters must meet all regulations in this policy and must be removed immediately following the conclusion of the event.

_____ Residence Halls: Posters and flyers may be posted in approved locations in residence halls by contacting the hall director or resident assistants between 8:00 p.m. and midnight prior to posting. Signs or decorations may be placed in windows of student residences only with the permission of the hall director.

_____ Posters, notices, announcements, or other materials will not be attached to walls, windows, porches, sidewalks, light fixtures, stairways, the outside of buildings, trees, trash receptacles, shrubs, utility poles or anywhere other than approved general purpose bulletin boards on the campus.

_____ Posters or announcements with dimensions exceeding 17 x 22 inches will not be approved for posting on bulletin boards.

_____ Flyers or notices may not be placed in, on, or attached to automobiles on campus.

_____ Advertising the sale of alcoholic beverages or illegal drugs, or any phrase or symbol that would lead the reader to believe that alcohol or illegal drugs will be served or consumed, is prohibited.

It is the responsibility of the band to:

- ❖ take material to be posted to an Info Desk in the Festival Conference & Student Center, Taylor Down Under or Madison Union Operations to have it approved and stamped with a removal date.
- ❖ post the stamped material on general purpose bulletin boards in assigned areas.
- ❖ remove the material from the bulletin board within 24 hours after the removal date.
- ❖ include on the flyer the name and contact information (e-mail address, phone number) of the organization sponsoring the notice or event.
- ❖ be considerate of others who have posted by not covering previously posted material.

I understand the above guidelines and agree to abide by the JMU Posting Policy. I understand that my privileges may be revoked if any part of this policy is not followed. Registration to post is required each year.

Signature _____ **Date** _____

Return to Event Management Office, Madison Union, Suite 102:

_____ **Date** _____
Event Management Office