

## **6. Main Dining Room Windows Posting Policy Procedures:**

- 1. Directions for posting *Carroll University* Sponsored Events **Main Dining Room Windows (Indoor):****

  1. Only week long events will be approved for posting in the Main Dining Room Windows (Indoor)
  2. Must be reserved through EMS at least 3 days prior to first day of display.
    - Campus Center 123B Main Dining Room Windows
  3. All postings must be hung on the south wall windows in the Main Dining Room.
    - Posters must be hung with designated binder clips provided by the Campus Center Information Desk
  4. The Main Dining Room (Indoor) space can only be reserved for a maximum of 7 days.
  5. Posting dimensions must all be exactly the same dimensions for all postings.
    1. Recommended dimensions:
      - Height 48"
      - Width 72"
    2. All edges must be cut evenly or posters will be removed.
  6. Once the posting has been approved through EMS, drop off posters to the Campus Center Information Desk.
  7. The Campus Center staff will be responsible for the hanging and removal off all posters that are hung in the Main Dining Room Windows (Indoor).
  8. Supplies for making banners are located in the Student Involvement Center. Help keep the area clean by cleaning up after yourself.

- 2. Directions for posting *Carroll University* Sponsored Events **Main Dining Room Windows (Outdoor):****

  1. Only week long events will be approved for posting in the Main Dining Room Windows (Outdoor)
  2. Must be reserved through EMS at least 3 days prior to first day of display.
    - Campus Center 123A Main Dining Room Windows
  3. The Main Dining Room Window (Outdoor) space can only be reserved for a maximum of 7 days.
  4. Supplies for painting the windows must be supplied by the group reserving the space.
  - 5. Groups reserving the Main Dining Room Windows (Outdoor) space must pay for cleaning of the windows after reservation is complete. The Reservation and Events Services Office will invoice the group for the cleaning of the windows.**

For questions regarding the Campus Center Posting Policy, please contact the Campus Center Information Desk at 262.524.7373.