



TEXAS A&M UNIVERSITY

College of Architecture
Office of the Dean

TO: Faculty, Staff and Students
FROM: Ward V. Wells, Interim Dean *WV Wells*
DATE: 20 April 1998
SUBJECT: Posting of Material and General Appearance Issues

The following are guidelines for the Langford Architecture Center:

Postings

Postings within the Langford Architecture Center of posters, notices, announcements, sign-up sheets, etc., are normally limited to items initiated in the College and can only be done in the designated areas. Items may not be posted (tacked, stapled, tied, glued) on:

1. Glass doors
2. Planters, trees or shrubs
3. Benches or chairs
4. Walls
5. Glass store fronts (2nd floor)

Postings may be posted on:

1. Student organization boards
2. The glass store front (not doors), 1st floor only
3. Other bulletin boards (to be placed near elevators)
4. Inside of elevator walls, but only 24 hours prior to event, and must be removed **immediately**
5. Interior stairway landing, not the railing, but the glass behind it
6. Commercial announcements may only be posted on the kiosk located on first floor, building A

Bulletin Boards

Bulletin boards may not be used for:

1. Literature that is obscene, vulgar, or libelous
2. Political advertisements (except that acceptable notices of meetings can be posted)
3. Anonymous publications or notices

Organizations and departments are responsible for keeping their assigned bulletin boards free of prohibited items and for removing out-dated items.

Banners

Banners may be hung, by registered student organizations and various administrative units, on the beams on the first floor provided the organizations remove tape. Banners made from fire resistant materials and hung with rope or string may also be hung on the northeast side of the building from the 4th floor.

Furniture

Major pieces of furniture (owned by Texas A&M University) in the complex are not to be moved. This includes furniture in the open areas, the sofa/chairs in the hallways, tables and chairs in the College.

Electronic Bulletin Board

The electronic message system is intended to improve communication of scheduled events in the College and to reduce the need for posters and associated costs. Student organizations are encouraged to use the electronic bulletin board to post meeting dates, etc.

No Smoking Permitted

Smoking is not permitted anywhere (including private offices) within the buildings of the University.

No Spray Painting Permitted

Spray painting is not permitted anywhere in the grounds of the Langford Architecture Center, including the stairwells, roof, sidewalk, driveways, and surrounding grounds.

It will be the responsibility of each organization, department, and various administrative units to remove their postings. The organizations, departments, and various administrative units will be required to remove their postings within 48 hours of the event. If postings are taped onto glass, all of the tape must be removed when taking down postings. If the organizations fail to do so, they will not be allowed to post notices.

WVW/eps