



VCU

School of Education

School of Education Oliver Hall Advertising Policy

Purpose of Policy: In order to maintain a clean and professional Oliver Hall for the VCU School of Education, it is important to ensure the following guidelines are followed. While VCU student organizations, faculty and staff have the right to advertise programs/events/classifieds in Oliver Hall, they must do so in the specified bulletin board locations.

Available Bulletin Board Locations in Oliver Hall include:

- First Floor: middle hallway by Student Services; the end of the hallway by the side exits.
- Second Floor: end of the hallway in front of the restrooms toward the Trani Life Sciences Building.
- Third Floor: One board at the end of the hallway in front of the restrooms.
- Fourth Floor: The last two boards at the end of the hallway in front of the restrooms.

Restrictions posters and advertisements are not permitted in the following areas:

- On interior and exterior doors
- In hallways
- In stairwells
- On building walls
- In bathroom stalls
- On bulletins boards assigned to specific groups or departments

Any ads that are displayed in these areas and not the designated bulletin boards will be promptly removed and recycled. If an organization posts ads in restricted areas more than twice a semester, the privilege of advertising in Oliver Hall will be suspended for the rest of the semester. The SOE Director of Communications and Enrollment Management reserves the right to post ONLY SOE-branded advertisements in restricted Oliver Hall locations for special events.

Ad Removal: Within two days of an event taking place, posters, flyers and other advertisements must be removed from the bulletin boards.

For questions about this policy, please contact Diana Burkett, SOE Director of Communications and Enrollment Management at dburkett@vcu.edu.