Bulletin Boards and Posting

Bulletin boards are an important tool to communicate what is going on in the school and around town that may be of interest to the Manhattan School of Music community. Department faculty and staff are responsible for the postings and maintenance of their departmental bulletin boards. In an effort to organize the posting of announcements and advertisements, the Office of Student Engagement has created several guidelines for the posting of announcements. Posting policies are as follows:

1. The Office of Student Engagement approves and posts appropriate materials in the school building. The Director of Residence Life and his staff approve postings for Andersen Hall. Any item posted without the “Approved by Student Affairs” stamp will be removed.

2. Any items posted that do not correspond with the title of the bulletin board will be removed.

3. The Offices of Student Affairs reserve the right to refuse permission for posting any material.

4. The Office of Student Affairs in no way endorses or approves advertised items or events.

5. Any unauthorized items posted in Manhattan School of Music designated areas will be removed.

6. Posting in the residence hall must abide by residence hall posting procedures and must receive approval from the Andersen Hall staff prior to posting.

7. There is no posting on glass or elevators except for extremely important situations approved by a member of the President’s Council. Major events may be publicized on the glass wall between the lobby and the cafeteria with the approval of the Office of Student Engagement.

8. There is no posting on the marble walls.

9. The use of the back of the display case at the entrance to Mitzi Newhouse Pavilion is regulated by the Office of Student Engagement.