

## Lewis & Clark Law School Policy Governing Posting of Flyers/Notices

The purpose of the posting policy is to facilitate effective communication for members of the Lewis & Clark Law School community, to provide abundant and fair access to audiences, to avoid visual blight and maintain an aesthetic environment consistent with our mission, and to avoid fire and safety hazards and reduce paper use.

With stamped approval from the Events Office (located in McCarty Classroom 1 hallway):

Lewis & Clark Law students, SBA-recognized student groups, and departments, faculty, and staff may post up to 10 postings to promote an event or provide Lewis & Clark community news and information on the following bulletin boards and whiteboards (not individual bathroom stalls):

- Gantenbein hallway, locker area, and restroom boards
- Outside McCarty classrooms and LRC classrooms 5 & 6
- Lower floor of Wood Hall and all restroom boards
- Legal Research Center restroom whiteboards

Postings must have the name of a Lewis & Clark Law student, Lewis & Clark Law SBA-recognized student group, or department, faculty or staff member visible.

Exceptions: Lewis & Clark neighbors are allowed to post law student housing flyers in the Gantenbein locker area. Bar review companies and other law student service/product vendors are also allowed to post flyers in the Gantenbein locker area. No other commercial or political flyers/notices may be posted on the law school campus.

Outdated postings and all items posted without a stamp provided by the Events Office will be removed by Facilities personnel. Unless by authorized staff members, the removal, defacing, destroying, or poster over of existing posters is prohibited.

Any questions or requests for clarification of this policy should be addressed to Associate Dean Libby Davis, whose decision as to whether a posting will be allowed will be final.

**Accessibility statement:** All event postings, especially public events, should have a statement about how to request accommodations. The following statement should be used: *If you need a disability-related accommodation or wheelchair access information, please contact: Associate Dean Libby Davis, [eadavis@lclark.edu](mailto:eadavis@lclark.edu) or (503) 768-6610. Requests should be made by (date usually at least one week in advance of the event).*