I. PURPOSE

The purpose of these procedures is to ensure the wise use of space available, balancing the need for effective and orderly advertising, maintenance of facilities and avoidance of littering in and around the Johnson Center, Student Union I, Student Union II and Southside. The information and procedures provided shall augment and support University Policy Number 1109.

II. DEFINITIONS

A. Internal Organization is defined as an organization (department or recognized student organization) that has been officially recognized by George Mason University.
B. External Organization is defined as any organization (company, group, recruiter, church, student organization, etc.) that has not been officially recognized by Mason.
C. Internal Users are defined as individual faculty, staff and students.
D. External Users are defined as all other individuals.
E. A banner is defined as a vinyl normally larger than 11x17 inches but not exceeding the size requirements specified for various locations advertising an event, function, special meeting, theme, or promotion.
F. Vertical Orientation is defined as vinyl banners or similar material designed to slide on brackets mounted on light poles. The banners measure 60 inches tall by 30 inches wide, inclusive of a 2.5 inch open seam at the top and bottom of the banner.
G. Horizontal Orientation is defined as vinyl banners designed to hang on rails with grommets at top of banner every two feet.
H. Flyers are defined as printed information designed for mass distribution and may not exceed 8.5x11 inches.
I. Posters are defined as advertisements or printed information designed for mass distribution and may not exceed 11x17 inches.
J. Table tents are defined as paper advertisements which are folded to create an open or free standing triangular notice. Table tents are placed one per table to a single reserved space and the original total surface area may not exceed 8 ½ x11 inches before folding.
K. LCD screen ads are defined as digital advertisements shown on the LCD advertising screen located in the atrium level of the Johnson Center.
L. CampusLink is a system designed to advertise local businesses to the Mason Community.
M. Easels are defined as tripod frames for supporting mounted posters or flyers; or a whiteboard for displaying posters or flyers.
N. Federal/official signage is defined as those signs that are required for compliance with federal, state, and county regulations or laws such as equal employment opportunity, labor or safety requirements.
III. GENERAL INFORMATION

1. The following information applies to Internal and External Organizations and Internal and External Users for Student Centers. These procedures shall be implemented in conjunction with University Policy Number 1110 governing Vending Sales and Solicitation.

2. The posting of information in Student Centers is subject to prior authorization and must be conducted in accordance with these procedures and University Policy Number 1109.

3. Student Centers reserves the right to remove materials posted in and around Student Centers not in accordance with these procedures and University Policy 1109.

4. Materials for posting in Student Centers may not include reference to a cost per alcoholic drink, may not contain any statement, symbol, depiction, or reference that would tend to induce persons to consume to excess (i.e., “all you can drink, “free flowing taps”, etc.) and may not give the impression that alcoholic beverages will be free.

5. For fund raisers being advertised in Student Centers, all beneficiaries of the fund raising effort must be specified in the promotional material.

6. For foreign language material to be authorized for posting in Student Centers, the sponsor must be listed in English on each poster, flyer, banner, table tent, LCD screen ad, etc. and a written translation of the material must be provided to the authorizing unit.

7. All Internal and External Organizations and Users advertising in Student Centers must conform to the laws of the Commonwealth of Virginia.

8. Violation of these procedures (including the first offense) may result in one or a combination of the following sanctions or costs:
   a. Removal of the posted material.
   b. Revocation of all reserved space(s) in Student Centers.
   c. Denial of authorization to post materials for a specified period of time in the Student Centers.
   d. Charges to be paid in full to Mason for the cost of removal of the material (see Section IV.B.7)
   e. Associated costs to be paid in full to Mason for repairs as determined by the Executive Director of Student Centers or his/her designated representative.
   f. Loss of access to duplicating services or other facilities use restrictions as determined by the Vice President of Administration or his/her designated representative.

9. Posting of materials in Student Centers without prior authorization as specified in these procedures will be considered as littering and is subject to the removal fees stated in these procedures and the laws of the Commonwealth of Virginia.

10. Only a limited number of spaces are available. Therefore, the total number of Internal and External Organizations and Users posting material in one place and the type of posting activity in the Student Centers will be limited. Preference for assignment of space will take
into account the number of previous approvals for the group or activity, status as a major
campus-wide activity and time constraints of events that may be advertised. Priority will
be given to poster posting activities conducted by Internal Organizations over those
conducted by External Organizations, Internal Users or External Users.

11. Request for waivers or exceptions to the procedures for posting posters, flyers, banners,
table tents or LCD screen ads must be made to the Executive Director of Student Centers or
his/her designated representative.

12. Information, events, products or services being advertised that are found to be obscene or
defamatory may be prohibited or removed without notice.

13. Requests for advertising space will be considered as long as the requests do not interfere
with the core functions of the University, nor prevent or interrupt the core use of the space
being requested in Student Centers, nor endanger or present a safety hazard to others.

14. Postings found to be obscene or defamatory or consisting of profane language may be
removed.

IV. POSTING INFORMATION

A. General Procedures for Posting Flyers and Posters, Banners, Table Tents, LCD Screen
Advertising and CampusLink

1. Only a limited number of spaces are available. Therefore, the total number of Internal
and External Organizations and Users posting material in one place and the type of
posting activity in the Student Centers will be limited. Preference for assignment of
space will take into account the number of previous approvals for the group or activity,
status as a major campus-wide activity and time constraints of events that may be
advertised. Priority will be given to poster posting activities conducted by Internal
Organizations over those conducted by External Organizations, Internal Users or
External Users.

2. No materials may be posted on the exterior surface of the Student Centers, on interior or
exterior pillars, breezeways or walkways, nearby trees, light and lamp poles/posts, etc.
In addition, nothing shall be affixed to any permanent walls, windows, doors, door
frames, glass panels or painted surfaces, etc. either inside or outside the Student Centers
without prior authorization from the Executive Director of Student Centers or his/her
designated representative.

B. Procedures for Posting Flyers and Posters on General Bulletin Boards

1. General Information

   a. General Bulletins Boards are open to Internal and External Organizations and Users.
   Only a limited number of approved spaces are available. Priority of quantity is given
to Internal Organizations over External Organizations and External Organizations over Internal and External Users.

b. All posters or flyers mounted on stakes placed in the ground around the Student Centers must be processed and approved by the Office of Events Management to ensure underground utility lines are not damaged and specifications are met. For more information, contact Office of Events Management at 703.993.2853.

c. Selected bulletin boards are assigned for the exclusive use of departments or organizations and no materials may be posted on assigned bulletin boards without the authorization of the department or organization assigned the posting space. The departments or organizations assigned the posting space are responsible for removal of unauthorized materials and for keeping posted materials updated. If a bulletin board is located in Student Centers, but is not listed in the approved locations noted in this section (B.5 Approved Locations and Stipulations), then the bulletin board is not available for public use by Internal and External Organizations and Users.

d. The name of the Sponsoring Organization or User (Internal or External) must appear on each poster or flyer.

2. **Size**
   a. Flyers may not exceed 8 ½ x 11 inches.
   b. Posters may not exceed 11 x 17 inches.

3. **Authorization**
   a. Flyers and posters posted on general bulletin boards in the Student Centers are subject to authorization by the Executive Director of Student Centers or his/her designated representative.
   b. All Internal and External Organizations and Users, whether advertising on- or off-campus functions, events, services, etc., must report to the Johnson Center Information Desk for a posting authorization date stamp, prior to posting flyers or posters in Student Centers.
   c. All flyers and posters must have a visible posting authorization date stamp prior to posting in Student Centers.

4. **Methods of Posting**
   a. When posting flyers or posters on general bulletin boards in Student Centers only thumbtacks, staples or masking tape may be used. Under no circumstances should transparent tape be used. Using transparent tape of any kind is a direct violation of these procedures and may result in an immediate sanction (see Section III.10)
   b. Flyers and posters should never cover up previously posted or current materials when being hung up in approved locations in Student Centers.

5. **Approved Locations and Quantity Stipulations**
   a. General bulletin boards are located for postings by Internal and External Organizations and Users at the following locations:
6. **Display Periods and Removal**
   a. Flyers and posters may be posted in the Student Centers during each building’s operating hours.
   b. All flyers and posters in the Student Centers are removed each Sunday between 5pm and 6pm by Housekeeping staff.

### Internal Organizations

<table>
<thead>
<tr>
<th>Facility</th>
<th>Maximum Posting Quantities</th>
<th>Locations &amp; Maximum Postings Per General Bulletin Board</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flyers</td>
<td>Posters</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Student Union I</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Student Union II</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Southside</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### External Organizations

<table>
<thead>
<tr>
<th>Facility</th>
<th>Maximum Posting Quantities</th>
<th>Locations &amp; Maximum Postings Per General Bulletin Board</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flyers</td>
<td>Posters</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Student Union I</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Student Union II</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### Internal & External Users

<table>
<thead>
<tr>
<th>Facility</th>
<th>Maximum Posting Quantities</th>
<th>Locations &amp; Maximum Postings Per General Bulletin Board</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flyers</td>
<td>Posters</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Student Union I</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Student Union II</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
7. **Violations and Fees**
   a. No materials may be posted on the exterior surface of Student Centers, on interior or exterior pillars, breezeways or walkways, nearby trees, light and lamp poles/posts, etc. In addition, nothing shall be affixed to any permanent walls, windows, doors, door frames, glass panels or painted surfaces, etc. either inside or outside the Student Centers without prior authorization from the Executive Director of Student Centers or his/her designated representative.
   b. Violation of these procedures (including the first offense) may result in one or a combination of the following sanctions or costs:
      i. Removal of the posted material.
      ii. Revocation of all reserved space(s) in the Student Centers.
      iii. Denial of authorization to post materials for a specified period of time in the Student Centers.
      iv. Charges to be paid in full to Mason for the cost of removal of the material (see Section IV.B.7)
      v. Associated costs to be paid in full to Mason for repairs as determined by the Executive Director of Student Centers or his/her designated representative.
      vi. Loss of access to duplicating services or other facilities use restrictions as determined by the Vice President of Administration or his/her designated representative.
   c. A $10 per posting (each individual flyer/poster) removal fee will be assessed to Internal and External Organizations and Users which post in unapproved locations (entry door windows, painted walls, columns, stair rails, floors, etc.) or without authorization in and around the Student Centers.

C. **Procedures for Internal Organizations Reserving Space for Banners**

1. **General Information**
   a. You must be an Internal Organization recognized to reserve banner spaces (interior or exterior) at the Student Centers. Due to the extremely limited number of spaces, External Organizations and Users and Internal Users are not able to reserve banner spaces.
   b. Banners must be made of vinyl unless otherwise authorized by the Executive Director of Student Centers or his/her designated representative.
   c. All posters or flyers mounted on stakes placed in the ground around the Student Centers must be processed and approved by the Office of Events Management to ensure underground utility lines are not damaged and specifications are met. For more information, contact Office of Events Management at 703.993.2853.
   d. To coordinate banners to be posted on the Johnson Center Plazas, contact Facilities Management Customer Service at 703.993.2525.
   e. Student Centers is not held responsible for damages, lost or stolen banners while posted, nor for banners not retrieved by the reserving Internal Organization within one week of the reservation end date.
   f. The name of the sponsoring Internal Organization must appear on the banner.

2. **Banner Reservations by Internal Organizations**
   a. Internal Organizations should tender a completed Banner Reservation Request to Student Centers (JC Room 324) at least 10 business days before the desired reservation date. All terms and conditions of the Banner Reservation Request apply.
Forms can be downloaded from www.studentcenters.gmu.edu and delivered in person or faxed to 703.993.2919.

b. The Banner Reservation Request applies to all Johnson Center interior pole banners located in the Atrium and Ground Floor, Student Union I exterior rail banners (Front Left and Right side patio) and Student Union II interior banners (Interior Stair Rail Space on 2nd floor /front outside façade). The Banner Reservation Request does not apply to interior rail banner requests for the Johnson Center (see Section C.3 below).

c. Availability of space is not guaranteed. Reservations are based on availability of unreserved space.

d. Internal Organizations are limited to five 14-day reservations or 70 days per semester and may make reservations no earlier than one year prior to their requested reservation date. For maximum reservable quantities, please refer to the Banner Reservation Form and Agreement or this section C.6.

e. In order for the banner to be posted at the Student Centers, the Banner Reservation Confirmation along with the banner, must be submitted to the appropriate Building Supervisor (JC-Room 324, Student Union I-223A, Student Union II-Room 3003) two business days prior to the reservation date. Not adhering to these procedures may result in a delay in posting of the banner.

f. It is the responsibility of the Internal Organization to pick up its banner at the end of the reservation.

3. Johnson Center Rail Banner Reservations by Internal Organizations
   a. Banners that promote school spirit, competition or campus-wide events, which are considered University traditions, will be considered for approval to be displayed around the second and third floor interior atrium railings of the Johnson Center by the Executive Director of Student Centers or his/her designated representative.
   
b. Request for waivers or exceptions to the procedures for posting JC Rail Banners must be made to the Executive Director of Student Centers or his/her designated representative.
   
c. Internal Organizations should tender a completed Johnson Center Rail Banner Request to Student Centers (JC Room 324) at least 10 business days before the desired reservation date. All terms and conditions of the Johnson Center Rail Banner Request apply. The Johnson Center Rail Banner Request is not available online. The form can be picked up at Student Centers (JC Room 324) or for more information call 703.993.2921.
   
d. Approved Johnson Center Rail banners may be hung for a maximum of five consecutive days unless otherwise authorized by the Executive Director of Student Centers or his/her designated representative.
   
e. In order for the rail banner to be posted at the Johnson Center, the Johnson Center Rail Banner Confirmation along with the banner, must be submitted to the Johnson Center Building Supervisor (Johnson Center-Room 324) two business days prior to the reservation date. Not adhering to these procedures may result in a delay in posting of the banner.
   
f. It is the responsibility of the Internal Organization to pick up its banner at the end of the reservation.

4. Banner Dimensions (size) by Location
   a. Banner sizes may vary depending on location at the Student Centers. For specific locations, see diagrams at www.studentcenters.gmu.edu.
5. **Authorization**
   a. Banners posted in the Student Centers are subject to authorization by the Executive Director of Student Centers or his/her designated representative.

6. **Banner Locations and Maximum Reservable Spaces**
   a. The maximum reservable spaces by location are listed in the grid below. For diagrams of locations, visit www.studentcenters.gmu.edu.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Spaces</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Center</td>
<td>2</td>
<td>Atrium Level (Interior)</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>2</td>
<td>Ground Floor (Interior)</td>
</tr>
<tr>
<td>Student Union I</td>
<td>1</td>
<td>Front Left Patio Rail (Exterior)</td>
</tr>
<tr>
<td>Student Union I</td>
<td>1</td>
<td>Front Right Patio Rail (Exterior)</td>
</tr>
<tr>
<td>Student Union II</td>
<td>1</td>
<td>Front Façade (Exterior)</td>
</tr>
<tr>
<td>Student Union II</td>
<td>1</td>
<td>2nd Floor Rail (Interior)</td>
</tr>
<tr>
<td>Southside</td>
<td>1</td>
<td>Rail</td>
</tr>
</tbody>
</table>

7. **Violations and Fees**
   a. Violation of these procedures (including the first offense) may result in one or a combination of the following sanctions or costs:
      i. Removal of the posted material.
      ii. Revocation of all reserved space(s) in the Student Centers.
      iii. Denial of authorization to post materials for a specified period of time in the Student Centers.
      iv. Charges to be paid in full to Mason for the cost of removal of the material (see Section IV.B.7)
v. Associated costs to be paid in full to Mason for repairs as determined by the Executive Director of Student Centers or his/her designated representative.
vi. Loss of access to duplicating services or other facilities use restrictions as determined by the Vice President of Administration or his/her designated representative.

D. Procedures for Internal Organizations Reserving Space for Table Tents

1. General Information
   a. You must be an Internal Organization recognized to reserve table tent space at Student Centers. Due to the extreme limited spaces, External Organizations and Users and Internal Users are not able to reserve table tent spaces.
   b. Table tents may not exceed a surface area greater than 8 ½ inches by 11 inches.
   c. Student Centers is not held responsible for damages, lost or stolen table tents while posted, nor for table tents not retrieved by the reserving Internal Organization prior to the scheduled removal time of 5:00pm each Sunday in all designated locations in the Student Centers.
   d. The name of the sponsoring Internal Organization must appear on each table tent.

2. Table Tent Reservations by Internal Organizations
   a. Internal Organizations should tender a completed Table Tent Reservation Request to Student Centers (JC Room 324) at least 10 business days before the desired reservation date. All terms and conditions of the Table Tent Reservation Request apply. Forms can be downloaded from www.studentcenters.gmu.edu and delivered in person or faxed to 703.993.2919.
   b. The completed Table Tent Reservation Request applies to all approved locations in the Student Centers (see Section D.3 below).
   c. Availability of space is not guaranteed. Reservations are based on availability of unreserved space.
   d. Internal Organizations are limited to five 14-day reservations or 70 days per semester and may make reservations no earlier than one year prior to their requested reservation date. For maximum reservable quantities, please refer to the Table Tent Reservation Request or this section D.4.
   e. Student Centers is not held responsible for table tents that are removed or displaced by the public or for keeping the table tents on the reserved spaces.

3. Authorization
   a. Table tents posted in the Student Centers are subject to authorization by the Executive Director of Student Centers or his/her designated representative.
   b. All Internal Organizations must report to Student Centers (JC Room 324) for a table tent approval date stamp, prior to posting table tents in Student Centers. Each table tent must be stamped “Student Centers” or it will be discarded. Internal Organizations are responsible for stamping each table tent and may not remove the approval stamp from JC Room 324.
   c. Internal Organizations wishing to place table tents in Southside, should contact Mason Dining for reservations and requirements.

4. Locations and Maximum Reservable Spaces
   a. Table tents may be placed at the following locations with approved reservations by Internal Organizations:
5. **Display Periods and Removal**
   a. Table tents may be posted in the Student Centers and the respective areas during each area’s operating hours. All table tents in the Student Centers are removed each Sunday between 5pm and 6pm by Housekeeping staff.
   b. Damaged or defaced table tents will be removed as needed.
   c. Internal Organizations may replenish their supply of table tents during the week or after 6pm on Sundays, but only the total number of reserved spaces may be displayed at one time.

6. **Violations and Fees**
   a. Violation of these procedures (including the first offense) may result in one or a combination of the following sanctions or costs:
   b. Removal of the posted material.
   c. Revocation of all reserved space(s) in the Student Centers.
   vii. Denial of authorization to post materials for a specified period of time in the Student Centers.
   viii. Charges to be paid in full to Mason for the cost of removal of the material (see Section IV.B.7)
   ix. Associated costs to be paid in full to Mason for repairs as determined by the Executive Director of Student Centers or his/her designated representative.
   x. Loss of access to duplicating services or other facilities use restrictions as determined by the Vice President of Administration or his/her designated representative.
   d. A $10 per posting (each individual table tent) removal fee will be assessed to Internal Organizations which post in unapproved locations (entry door windows, painted walls, columns, stair rails, floors, etc.) or without authorization in and around the Student Centers.

### E. Procedures for Internal Organizations Reserving Space for Easels

1. **General Information**
   a. Easels for use in meeting rooms or for events must be reserved through the Office of Events Management when reserving meeting room space. For information contact Office of Events Management at 703.993.2853 or www.events.gmu.edu.

#### Table of Facility Usage

<table>
<thead>
<tr>
<th>Facility</th>
<th>Number of Table Tents</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Center</td>
<td>60</td>
<td>Food Court</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>35</td>
<td>Bistro</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>15</td>
<td>News Center</td>
</tr>
<tr>
<td>Student Union I</td>
<td>20</td>
<td>Patriot’s, East &amp; West Lounge</td>
</tr>
<tr>
<td>Student Union I</td>
<td>30</td>
<td>Food Court</td>
</tr>
<tr>
<td>Southside</td>
<td>Check with Mason Dining</td>
<td>Southside</td>
</tr>
</tbody>
</table>
You must be a recognized Internal Organization to reserve easel spaces for advertising at Student Centers. Due to the extremely limited spaces, External Organizations and Users and Internal Users are not able to reserve easel spaces.

b. Student Centers is not held responsible for damages, lost or stolen materials while posted on reserved easels, nor for materials not retrieved by the reserving Internal Organization’s reservation end date/time.

c. The name of the sponsoring Internal Organization must appear on the material posted on the reserved easel.

d. Easels must remain in the assigned areas.

2. **Easel Reservations by Internal Organizations**

   a. Internal Organizations should tender a completed Easel Reservation Request to Student Centers (JC Room 324) at least 10 business days before the desired reservation date. All terms and conditions of the Easel Reservation Request apply. Forms can be downloaded from [www.studentcenters.gmu.edu](http://www.studentcenters.gmu.edu) and delivered in person or faxed to 703.993.2919.

   b. Availability of space is not guaranteed. Reservations are based on availability of unreserved space.

   c. Internal Organizations are limited to two easels per day for a maximum of 25 two-day reservations or 50 days per semester and may make reservations no earlier than one year prior to their requested reservation date. For designated easel locations, please refer to the Easel Reservation Request or this section E.4.

   d. Student Centers is not held responsible for any flyers, posters or signs that are on the easels.

   e. Easels must remain in the assigned areas.

3. **Authorization**

   a. Flyers, posters and other advertising material posted on easels in the Student Centers are subject to authorization by the Executive Director of Student Centers or his/her designated representative.

4. **Locations**

   a. Assigned locations for easel reservation location are listed in the grid below:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Easel</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Center</td>
<td>A</td>
<td>Bookstore/Computer Store</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>B</td>
<td>Bookstore/Bank</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>C</td>
<td>Elevator Area (EAST)</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>D</td>
<td>Elevator Area (WEST)</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>E</td>
<td>Atrium Stairs (to ground floor)</td>
</tr>
<tr>
<td>Johnson Center</td>
<td>F</td>
<td>Ground Floor (by stairs)</td>
</tr>
<tr>
<td>Student Union I</td>
<td>A</td>
<td>Column 2nd Floor (Student Health side)</td>
</tr>
<tr>
<td>Student Union I</td>
<td>B</td>
<td>Ground Floor (wall near Chick-Fil-A)</td>
</tr>
<tr>
<td>Student Union II</td>
<td>A</td>
<td>2nd Floor Hallway (next to restroom)</td>
</tr>
<tr>
<td>Student Union II</td>
<td>B</td>
<td>3rd Floor Lobby (near Stairs)</td>
</tr>
</tbody>
</table>
5. Display Periods and Removal
   a. Easels, if not occupied within 15 minutes of reservation start time, may be taken down or obtained by another Internal Organization.
   b. Any flyers, posters or signs not retrieved by the Internal Organization will be discarded two hours after the reservation end time.

6. Violations and Fees
   a. Violation of these procedures (including the first offense) may result in one or a combination of the following sanctions or costs:
      i. Removal of the posted material.
      ii. Revocation of all reserved space(s) in the Student Centers.
      iii. Denial of authorization to post materials for a specified period of time in the Student Centers.
      iv. Charges to be paid in full to Mason for the cost of removal of the material (see Section IV.B.7)
      v. Associated costs to be paid in full to Mason for repairs as determined by the Executive Director of Student Centers or his/her designated representative.
      vi. Loss of access to duplicating services or other facilities use restrictions as determined by the Vice President of Administration or his/her designated representative.

F. Procedures for Internal Organizations Reserving Space on the LCD Advertising Screen in the Johnson Center

1. General Information
   a. You must be a recognized Internal Organization to reserve space on the LCD Advertising Screen in the Johnson Center. Due to the extremely limited advertising space, External Organizations and Users and Internal Users are not able to reserve advertising space on the Johnson Center LCD Advertising Screen.
   b. Student Centers does not create or develop advertisements. The Internal Organization is responsible for creating its own advertisement (jpeg with a 600 x 800 resolution).

2. LCD Advertising Screen Reservations by Internal Organizations
   a. Internal Organizations should tender a completed LCD Screen Reservation Request to Student Centers (JC Room 324) at least 14 business days before the desired reservation date. All terms and conditions of the LCD Screen Reservation Request apply. Forms can be downloaded from www.studentcenters.gmu.edu and delivered in person. The ad in jpeg form is emailed to sccenters@gmu.edu. Hard copies (paper) of desired advertisement cannot be accepted or faxed to Student Centers. Only electronic files will be accepted. For more information or questions, please contact us at 703.993.2921.
   b. Advertisements not submitted to Student Centers at least 4 days prior to the requested reservation date may lose their reservation without notice.
   c. Availability of space is not guaranteed. Reservations are based on availability of unreserved space. Advertisement cycles run on a Monday through Sunday rotation.
   d. Internal Organizations are limited to 14 days of advertising each semester and may make reservations no earlier than one year prior to their requested reservation date.
3. Authorization
   a. LCD Screen advertisements are subject to authorization by the Executive Director of Student Centers or his/her designated representative.

4. Display Periods and Removal
   a. LCD screen advertisements cycles run on a Monday through Sunday rotation.
   b. If advertisement form and jpeg is not submitted to Student Centers at least 14 days prior to the requested reservation start date of the advertisement or there are issues with the format, information, etc., the Internal Organization may lose their reservation without notice.

5. Violations and Fees
   a. Violation of these procedures (including the first offense) may result in one or a combination of the following sanctions or costs:
      i. Removal of the posted material.
      ii. Revocation of all reserved space(s) in the Student Centers.
      iii. Denial of authorization to post materials for a specified period of time in the Student Centers.
      iv. Charges to be paid in full to Mason for the cost of removal of the material (see Section IV.B.7).
      v. Associated costs to be paid in full to Mason for repairs as determined by the Executive Director of Student Centers or his/her designated representative.
      vi. Loss of access to duplicating services or other facilities use restrictions as determined by the Vice President of Administration or his/her designated representative.

G. Procedures for Internal Organizations and External Organizations Renting Space on CampusLink in the Johnson Center

1. All Internal Organizations and External Organizations may rent space on CampusLink by entering into a contractual agreement directly with CampusLink.
2. Student Centers serves as a conduit to connect interested parties with CampusLink.
3. All advertisers and advertisements are approved by the Executive Director of Student Centers or his/her designee.

V. EFFECTIVE DATE AND APPROVAL

These procedures herein are effective as of April 15, 2007. These procedures shall be reviewed and revised as necessary.

Date approved: March 15, 2007
Date revised: August 17, 2009