

## Event Flyer and Classroom Food Guidelines for CSM Buildings

### Event Flyers

Event flyers are important for communicating events happening within the College of Science and Mathematics. These guidelines are intended to clarify the process for posting flyers on the exterior or interior of the CSM buildings on both the Kennesaw and Marietta campus, and to keep our bulletin boards neat.

- I. All permanent signage must be approved by the Office of the Dean.
- II. All temporary signage should be posted on provided bulletin boards in CSM buildings unless otherwise noted.
  - a. Temporary signs (other than outlined above) should include an event date and times.
    - i. 8 ½" x 11" flyer/advertisements ONLY. No poster-sized advertisements allowed.
      - a. Study Abroad recruitment can be displayed on 24 x 36" posters and displayed on the wall outside the Advising Center (SC204 hallway). Other flyers for Study Abroad should be sized on 8 ½" x 11" or 11" x 14" to fit bulletin boards.
      - ii. After an event is over, the person or group that put up the flyer is responsible for taking it down.
      - iii. Flyers advertising classes should be taken down after the respective semester add/drop period.
    - b. When a need arises to post temporary signage in areas other than described above, it first must be approved by the Office of the Dean. Emergency signs (i.e. class canceled, class meeting in different location, etc.) do not require approval and must be removed as soon as possible.
    - c. Event related posters may be displayed using tripods up to a week ahead of the event to gather interest about the event (i.e. Speakers, Symposiums).
      - i. Tripods must not block hallways or doors. This is against fire codes.
    - d. Signs are prohibited on walls, wooden and glass doors (including glass entry doors into the buildings), stair railings, table tops, counter tops, & elevators. Signs improperly displayed will be removed immediately.
    - e. All signs must be secured and attached in a manner not to cause ANY damage to the structure and fixtures in the Science Complex.
    - f. All polices are in conjunction to Kennesaw State University's Official Signage Policy:  
[styleguide.kennesaw.edu/logo-policy/signage.php](http://styleguide.kennesaw.edu/logo-policy/signage.php)
    - g. Non-KSU Organizations: No postings are permitted. Soliciting is not permitted on campus per KSU Policy:  
[catalog.kennesaw.edu/content.php?navoid=2263&catoid=27#solicitation](http://catalog.kennesaw.edu/content.php?navoid=2263&catoid=27#solicitation)

### Food & Beverage

There are NO FOOD & DRINK signs in the classrooms. Faculty, staff, and students are expected to adhere to the Food and Drink Policy. Water is allowed, as long as they are in closed containers. The liquids that are prohibited are those that will cause stains to the carpet and fabric seating. ALL liquids are not allowed in computer labs due to risk of damage to the equipment. NO foods or beverages are allowed in scientific teaching or research labs.

### Trash Pick-Up

- I. If a classroom needs extra trash bins for an event, please contact Facilities at ext. 6224 or create an AIM request via Facilities website: [aim.kennesaw.edu](http://aim.kennesaw.edu)
- II. If a food/drink spill or accident occurs, it is the responsibility of the faculty member teaching the class or lead event contact to notify Facilities immediately (ext. 6224).
- III. NO food may be left in trash bins inside classrooms overnight. It is responsibility of the faculty teaching in the class and/or that of the event the class to contact Facilities to request trash pickup.