

RUSS CENTER POSTING

- No posting of announcements, pictures, signs, cartoons, etc. on lobby walls, hallway walls, office doors or laboratory doors is allowed in the Russ Center.
- Faculty hours may be posted in the holder that is located outside of each faculty office door. Please do not hang signs, pictures, etc. below this holder.
- GTA/GRA hours may be posted in the holder that is located outside of each GTA area office or lab.
- Special meeting announcements may be approved for posting by the dean's office. Announcements will be displayed on the television monitor located in the lobby and/or placed on foam core boards on tripods in the lobby. Contact the dean's office for approval and placement arrangements.
- Laboratory door announcements, schedules, etc. may only be placed in the holders that are on the wall outside of each laboratory or 8 ½ x 11 holders can be ordered and placed on the door by the Sign Shop. (For an example of the holder, please see the Periodical Reading Room door, 404 Russ Center, or the Club Room door, 163 Russ Center)
- College of Engineering and Computer Science Clubs and student organizations may post announcements, etc. inside the glass cases located in the hallway outside the Club Room on the first floor.

RUSS CENTER CLASSROOMS

- No beverages or food are allowed in the classrooms in the Russ Center.
- Do not move chairs, tables, overheads, etc. from one classroom to another.

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