

**Concordia University Chicago**  
**Community Bulletin Board Posting Procedure (Revised 06/26/2017)**

The Community Bulletin Board located in the lower level of the Koehneke Community Center (KCC) is the only location on campus where external individuals or organizations may post messages to be seen by the campus community.

- All printed materials must be printed or typed and e-mailed to Campus Events at [Campus.Events@CUChicago.edu](mailto:Campus.Events@CUChicago.edu). Hard copy materials should be taken to the KCC Info Desk located on the first floor for review.
- All approved materials will receive an approval stamp from the Office of Student Leadership & Involvement
- Items will be posted for one month.
- All items on the Community Bulletin Board must fit in one of the following categories: “For Rent,” “For Sale,” “Wanted” or “Community Events.”
- Printed materials are only permitted to be posted under a single category. For instance, if you are subletting a room in an apartment, you may not post it in the “For Rent” category as well as in the “Wanted” category.
- Organization group sales (e.g. Girl Scout cookies, school fundraising, etc.) or personal events (e.g. showers or private parties) cannot be posted on the Community Bulletin Board.
- No business ads or services can be posted, but you may post something under the “Wanted” category if you are looking for a particular service (e.g. lawn care, pet sitter, tutor, etc.).
- No advertisements are accepted for dates, illegal ventures or acts, or any other ad deemed inappropriate by Bulletin Board supervisor. The Bulletin Board supervisor has the right to refuse any advertisement.
- Any materials on the Community Bulletin Board that do not adhere to the procedures above are subject to immediate removal.