

bothersome to others (i.e., noise that is generally above normal conversational level) will be considered loud and excessive. Personal amplification systems, including stereos and radios, may not at any time be played loudly, be placed in residence hall windows, or be used with the intention of entertaining persons outside the resident's or organization's room space. Sanctions and a detailed description can be found in the *Guide to Community Living*.

Bicycle Registration

The university requires that any bicycle owned, operated or stored on campus be registered. Registration stickers are available free of charge. This process is available online @ <http://police.wfu.edu/forms-pubs/bike/> The registrant will receive a sticker/permit with an identification number that will allow the University Police department to quickly identify the owner. This permit must be placed on the bicycle frame just below where the seat attaches to the frame.

- Bicycles must be parked in the fixed bicycle racks provided. They may not be parked on lawns or sidewalks, chained to trees, light poles, fences, benches, or other fixtures.
- Bicycles considered abandoned or improperly parked may be impounded by cutting and removing the locking devices, when necessary.
- Bicycles found on campus without a registration sticker will be confiscated by University Police.
- Bicycles that are not secured to approved bicycle racks will also be confiscated by University Police.
- FEE- Confiscation incurs a \$25 storage and recovery fee. Reimbursements will NOT be issued for locks removed or cut during the confiscation process.

University Police is not responsible for any damages that occur during the confiscation or storage process. If confiscated items are not

retrieved within thirty days (30), they will be donated to a local non-profit charity. Disassembled bikes (or parts) will be removed. Students may not leave bikes attached to bike racks beyond the end of the spring semester. Any bike left after the end of the spring semester will be confiscated. The only exception to this policy is for students returning for summer classes. These students must arrange for their bike to be stored by University Police until they return for the start of summer session.

Sales and Solicitations

On-campus sales and solicitations must be operated or sponsored by a University-recognized student organization and must receive the proper authorization. Sales and solicitations in the residence halls must be approved by the executive director of residential services. Sales and solicitations in the Benson Center must be approved by the director of the Benson Center. Sales and solicitations in other public and common areas on campus must be approved by the associate dean of campus life.

Campus Posting

All signs/posters/flyers displayed on campus must be in good taste, consistent with University policies, and must not contain sexist, racist, profane or derogatory remarks, or nudity. In addition, messages that contain abusive language, threats, fighting words, or obscenities will be removed. The University retains the right to deny posting of any materials on campus. Violators may be subject to fines and/or disciplinary procedures.

No reference to alcoholic beverages or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE.

All public notices or publicity materials posted on campus must be sponsored by a recognized student organization or University department or otherwise be approved in advance by the associate dean of campus life.

Public notices and publicity materials in residence halls must be submitted for approval by the dean of residence life and housing at least 24 hours in advance.

Organization banners, student organization symbols, and other large display items may not be posted on the exterior of residence halls without 72 hour advance written approval by the dean of residence life and housing.

No items may be placed on doors, door frames, windows, glass, trees, sidewalks, railings, lamp posts or painted surfaces (including columns) in or around residence halls.

Students may not display items in or on exterior windows of their residence hall rooms.

Residence life and housing staff reserves the right to remove any items displayed in a common area or on a room door facing a hallway or common area or any postings that do not comply with the posting policy.

Groups posting must remove all information, banners, signs, flyers, etc. no later than 48 hours after the completion of the event.

Independent students may post in residence halls by contacting residence life and housing in advance for permission to do so.

- **For the distribution of flyers in Benson University Center:** contact Gale Newport (ext. 4869, newporgw@wfu.edu)
- **For flyer distribution on campus:** contact Mike Ford, associate dean of campus life (ext. 5921, fordmg@wfu.edu)
- **For flyer distribution on cars:** call Regina Lawson, chief of University Police (ext. 6066, lawsonrg@wfu.edu)
- **For flyer distribution in residence halls:** call Donna McGalliard, executive director of residential services (ext. 5185, mcgalldp@wfu.edu)

Where you can post items:

- Bulletin boards
- Stone, brick, concrete and natural wood surfaces

Use only masking tape, Scotch tape, or thumb tacks and staples (bulletin boards only) to hang items. Duct tape is not permitted.

Where you cannot post items:

- Trees
- Sidewalks
- Iron railings
- Lamp posts
- Benches
- Painted surfaces
- Glass doors and windows
- Wait Chapel
- Outside the entrances to Reynolda Hall, Tribble Hall, the library, and the Benson University Center, and Scales Fine Arts Center

CHALKING is only permitted on the sidewalk between the Magnolia Court and the Benson University Center

For more information on posting materials, see the Office of Campus Life