

## Official SoA Poster Policy

*Updated January 19, 2024*

The Yale School of Art (SoA) fosters an environment of creativity, experimentation, and self-expression, while committed to upholding the [University's Policy on Free Expression](#). To align with the School's mission of innovative arts education, this poster policy seeks flexibility while maintaining mutual respect within our community. Please review this policy before hanging posters, flyers, announcements or artworks in the shared spaces of our SoA buildings (Green Hall, 341-353 Crown St, 32-36 Edgewood).

The School of Art commissions official posters for events and exhibitions, but classes and individual students are welcome to create and display visual materials ("non-commissioned posters") in adherence with these community poster guidelines. Students are encouraged to reach out to the SoA Director of Facilities to discuss any installation being planned outside a gallery; unapproved installations in violation of SoA or Yale University policies, which are damaging to the facilities, or which pose a safety risk, will be removed upon discovery.

Posters should only be hung in [designated areas at the SoA](#). These designated spaces include the first floor hallway of Green Hall, the hallway that leads to "the Pool" on the Ground floor of Green Hall (from room G10 to room G32), the entryway of 36 Edgewood Ave. (past the second doors only), on the bulletin board in the entryway and lobby area past the second set of doors at the entrance to 353 Crown St.

Postering anywhere outside of the designated areas should follow [University Policy](#). In accordance with Yale University policy, no signage, posters, banners, or artworks may be hung on SoA gates/fences, on glass doors, in SoA entryways, doorways, or on the exterior of SoA buildings. The following regulations apply to postering on SoA's campus:

- All posters should include the date of the event being advertised. The creator of the posters' name must be located on either the front (recto) or back (verso) of the poster.
- Posters in excess of 24 x 36 inches, dimensional posters, objects, or installations proposed anywhere throughout SoA's 5 buildings (Green Hall, 353 Crown, 32-36 Edgewood, 341 Crown), including in designated postering areas, must be reviewed and approved by the Director of Facilities.
- Adhesive vinyl lettering or other designs may not be applied to any surface in the SoA campus without prior approval from the Director of Facilities.
- Posters are not permitted in elevators.
- Students are asked to remove all posters within 7 days after the advertised event has transpired.
- SoA staff will remove posters from designated spaces approximately once per month to make room for new work. Non-commissioned posters, posters without dates or those with expired dates will be removed. Posters which advertise future events will not be removed during these monthly clearings.

- Any Posters or installations that are in violation of SoA or Yale University policies, are damaging to the facilities, or which pose a safety risk will be removed upon discovery.
- Posters and artworks are subject to immediate removal if they in any way violate the University's Discrimination and Harassment policies.

The School of Art is committed to assure a community free of harm or discrimination. For additional information, please refer to the University policy against discrimination and harassment: [9000 Yale University Policy Against Discrimination and Harassment | It's Your Yale](#)

Students who see visual signage hung in School of Art buildings that could potentially violate the University's Discrimination and Harassment Policies, ADA compliance, create problems for people with neurological or physical disabilities, safety policies (those that obstruct egresses, affect the building's infrastructures, etc.) are encouraged to reach out to the School of Art via our regular incident reporting channels, found [HERE](#). Concerns regarding posters which may violate SoA and University safety policies (those that obstruct egresses, affect the building's infrastructures, etc.) can be reported to the Director of Facilities.

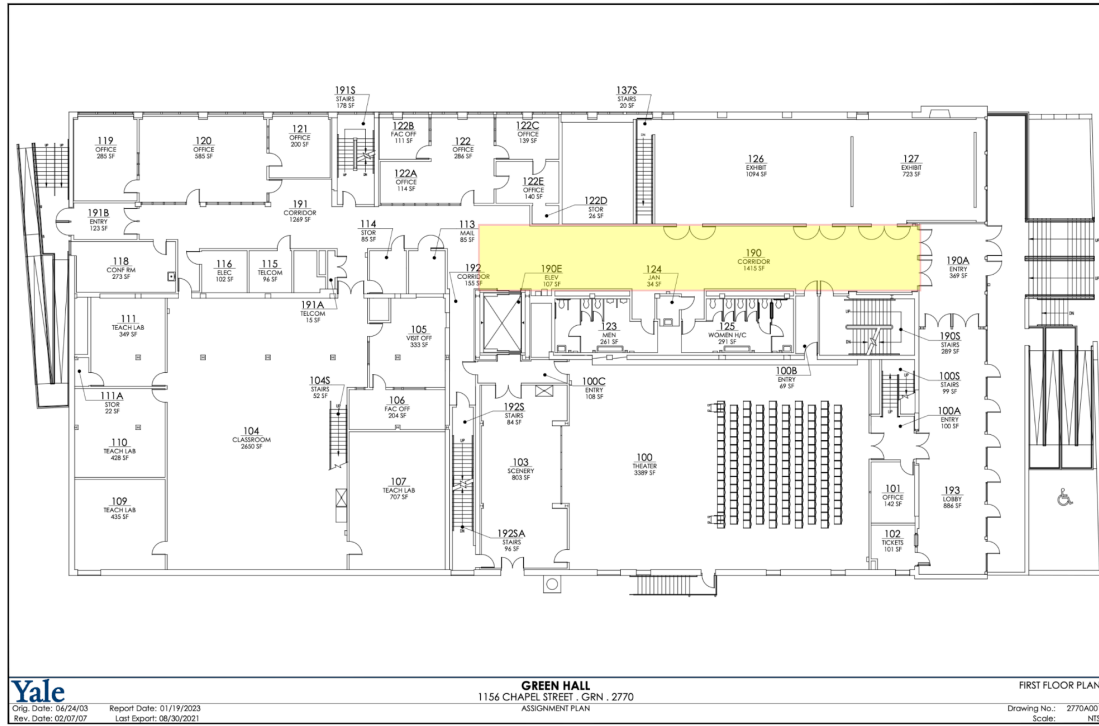
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## **Designated Areas for Postering**

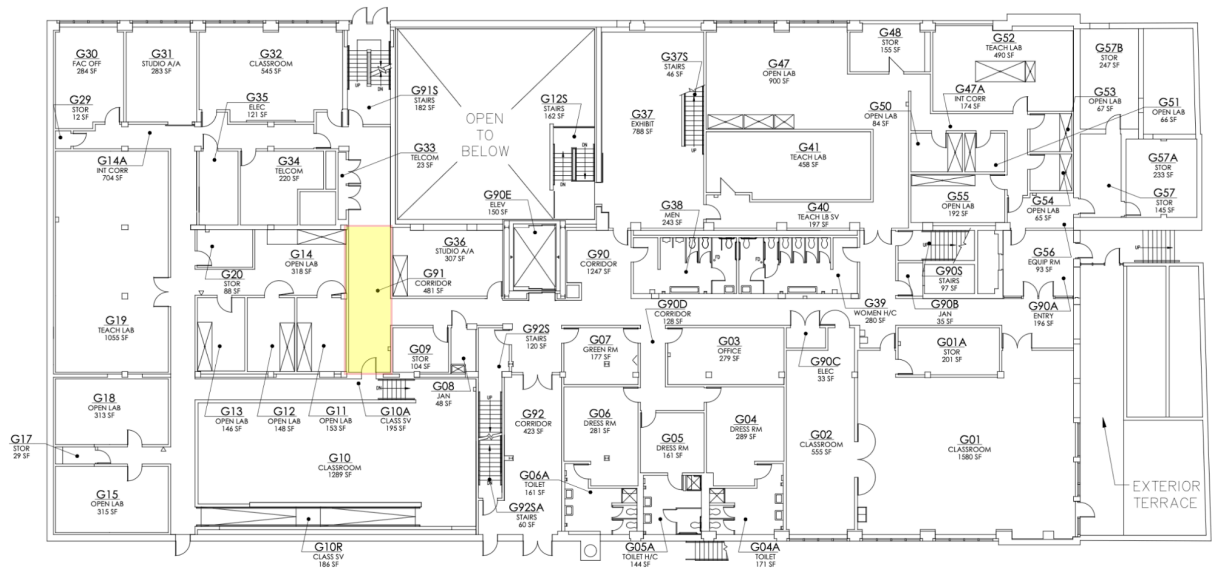
### **Green Hall**

Floor 01

Main Hallway



Floor G  
Corridor Between G10 (The Pool) and G32.



Orig. Date: 06/24/03  
Rev. Date: 09/30/13

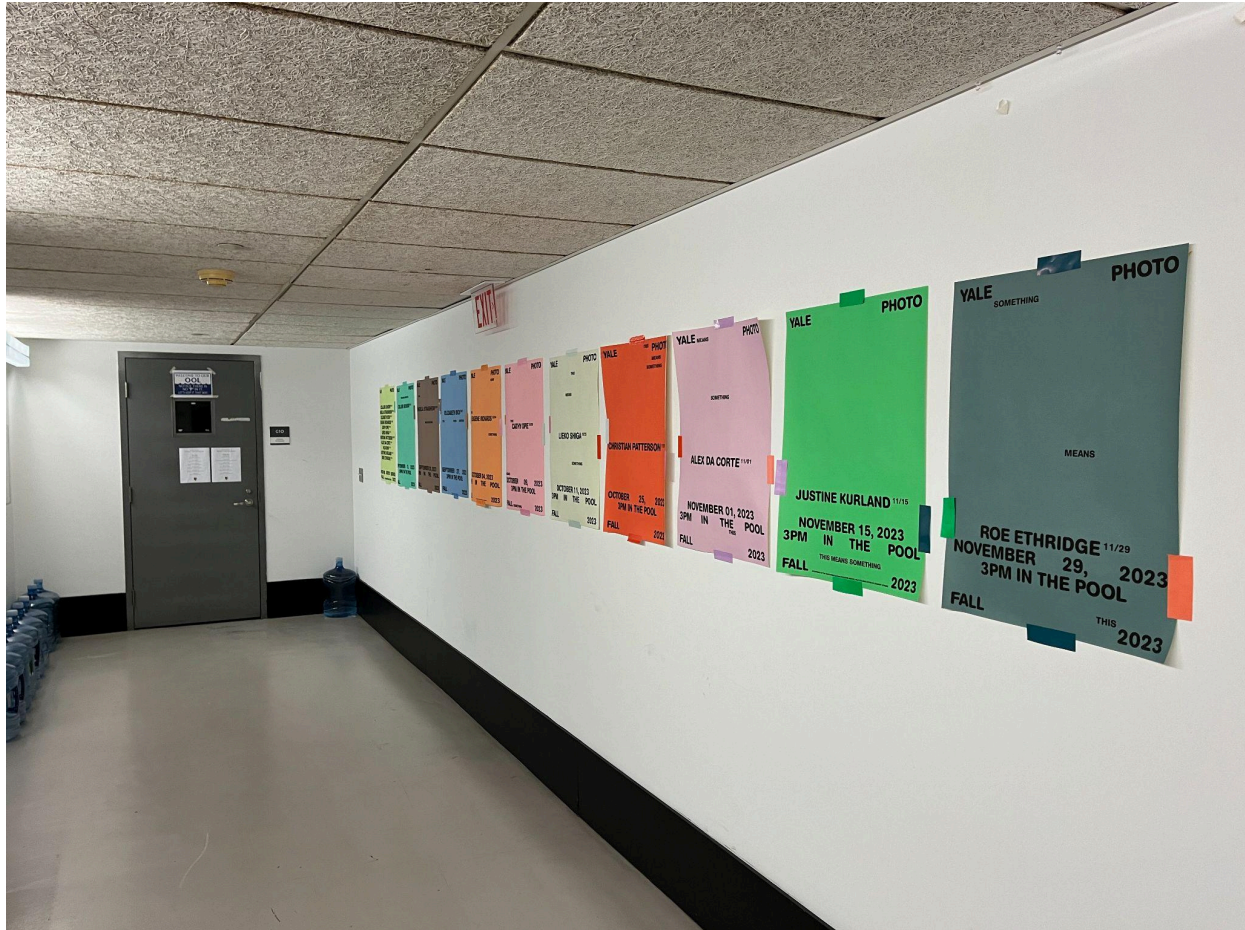
Report Date: 06/30/2021  
Last Export: 06/30/2021

**GREEN HALL**  
1156 CHAPEL STREET, GRN . 2770  
ASSIGNMENT PLAN

GROUND FLOOR PLAN

Drawing No.: 2770AG01  
Scale: NTS



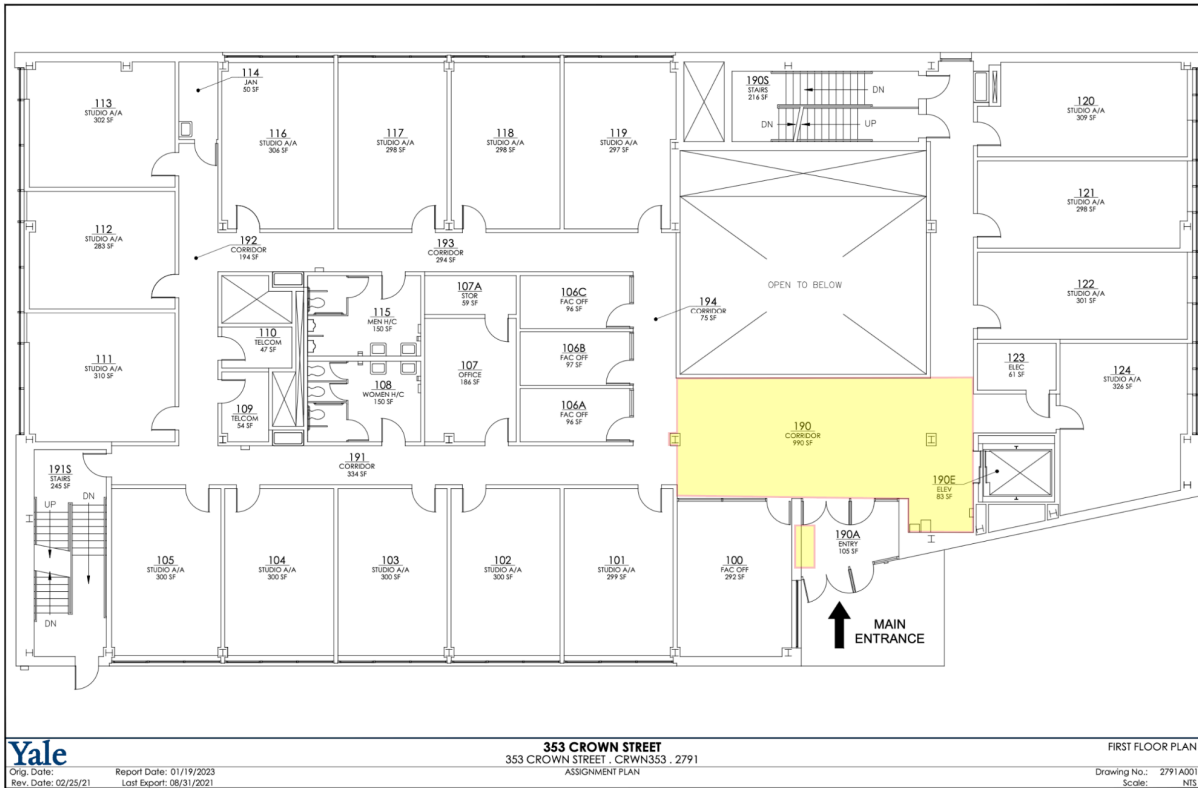


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## 353 CROWN

Floor 01

- Plexiglass Bulletin Board in Entrance Hall
- Lobby



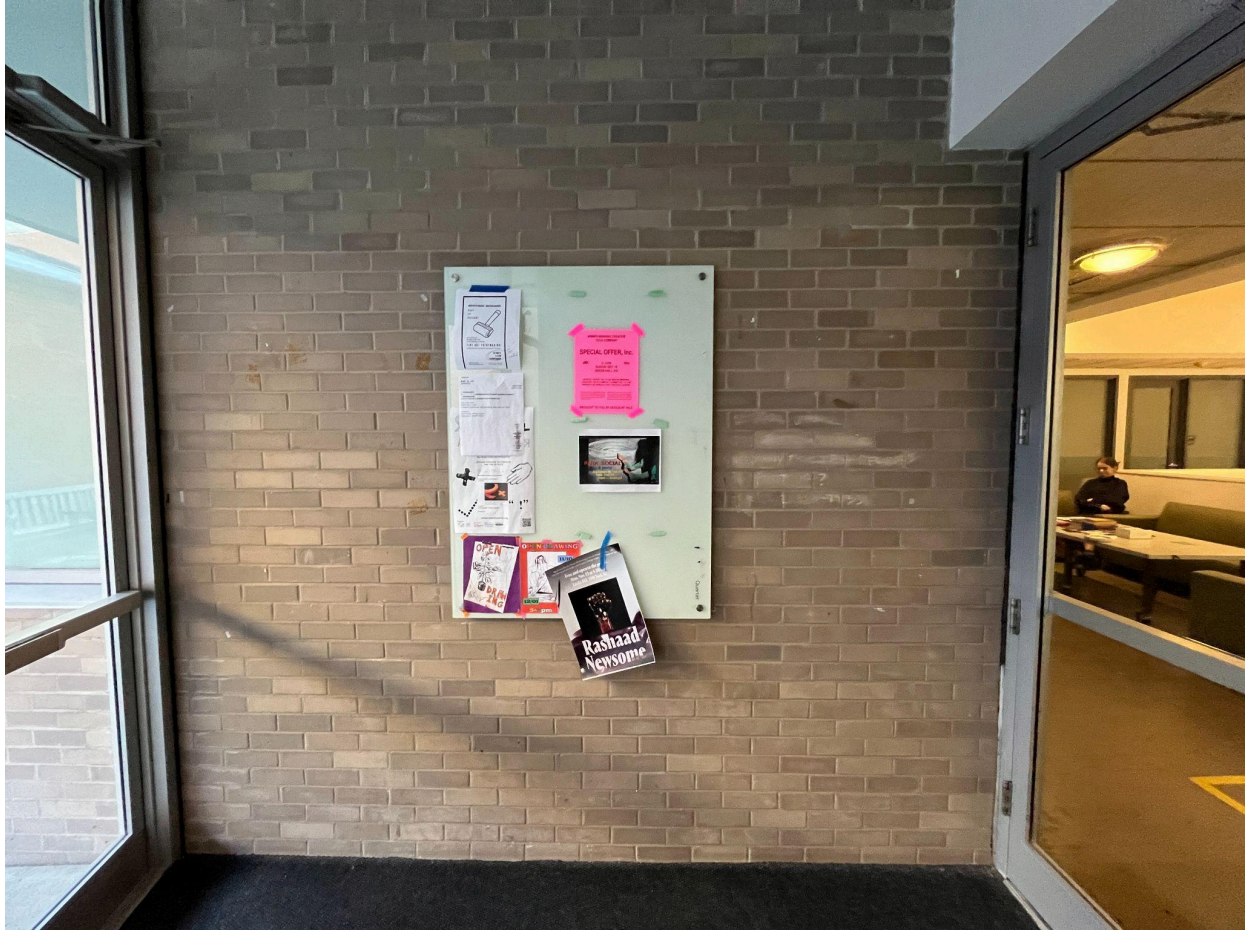












### 36 EDGEWOOD

Floor 01  
Main Entrance Lobby

